BLACKBOARD
SCHOOL OF BUSINESS AND SOCIAL SCIENCES

USER'S GUIDE
FOR LECTURERS

AARHUS
UNIVERSITET

User's Guide

INTRODUCTION TO BLACKBOARD

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Knowledge group	Advanced Multimedia Group
Editors	Benjamin Møller Jensen, Bertel Kirkeby
Contributors	Bjarke Rahbek, Mahmoud Ismail
Reviewers	Margit Grønborg, Merethe Kirstine Juhl Hollen
Photos and graphics	AU Kommunikation, Blackboard
Design	AU Kommunikation, Advanced Multimedia Group

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INTRODUCTION

- Blackboard is a Learning Management System (LMS), i.e. a system for online course management and e-learning. Like AULA and CampusNet, Blackboard can therefore be used for communicating important information about courses, as well as serving as a repository for course material and a forum for online learning and student activities. In addition, Blackboard can constitute the basis for differentiated group work and for gathering course materials and documents to broadcast important information in relation to teaching.

- Blackboard has replaced both AULA and CampusNet as the new LMS and has been implemented at BSS from autumn 2013. Subsequently, Blackboard will be the new LMS in all departments at AU. AULA and CampusNet are still available for students and staff to access saved documents etc.

- The purpose of the present course material, produced for lecturers at Aarhus University, is to facilitate the transition from other LMS to Blackboard and to prepare students and staff for their use of and interaction with Blackboard by giving instructions and guidelines in the basic use of the system.

  Blackboard is accessed by login at **blackboard.au.dk** using **WAYF login** ('Where Are You From'). The password is the same as for mit.au.dk.

  A Blackboard support web page is available in case you have questions or need help logging on to or using Blackboard. Please visit this web page by clicking the link below in order to find the correct department or person to respond to your inquiry.

- **bss.au.dk/blackboard**

  BSS Support, Aarhus University

BLACKBOARD LOGIN

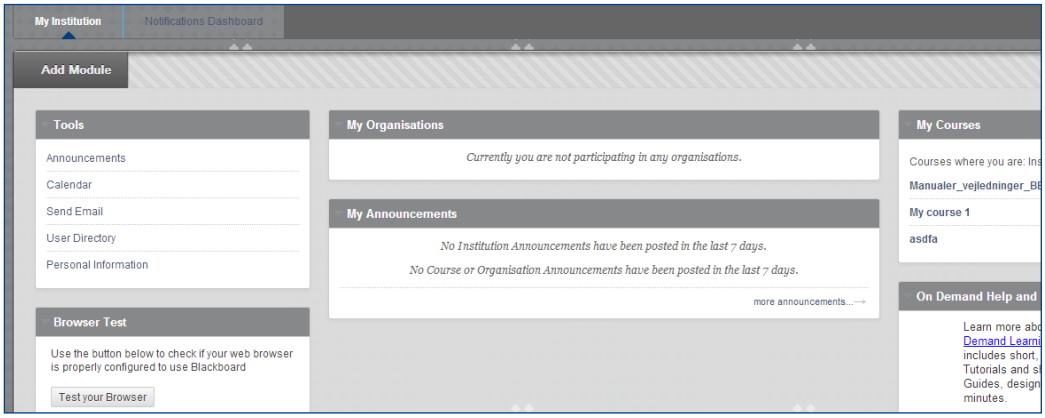
Use WAYF to log in to Blackboard

Open a browser session and go to blackboard.au.dk. Log in using your WAYF login ('Where Are You From'). This login is the same as for mit.au.dk.

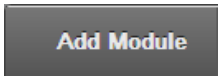
MY INSTITUTION PAGE

The '**My Institution**' page is the first page shown when you log on to Blackboard. The page consists of modules where each module serves a specific purpose. These modules range from news feeds, announcements, courses, practical information and simple tools such as a calculator.

It is entirely up to each Blackboard user to customize their own '**My Institution**' page with the modules they want to use.

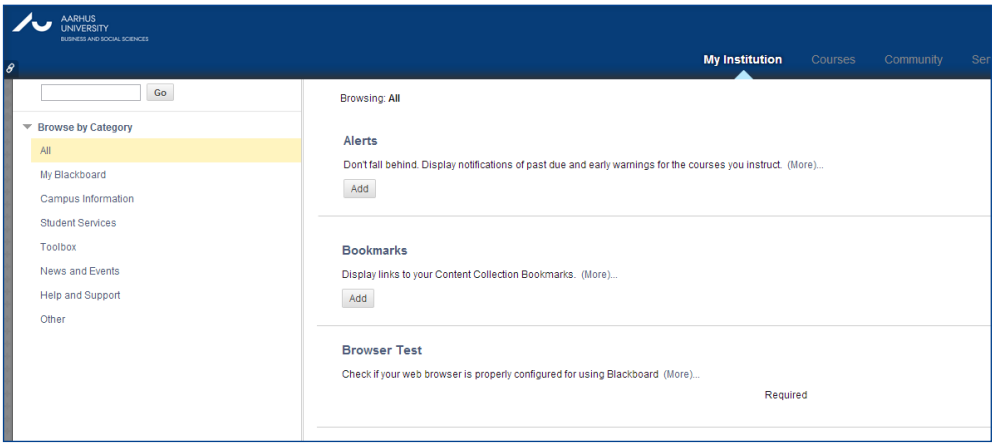


ADD MODULE

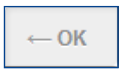


Add modules to 'My Institution'.

1. To add a module to the '**My Institution**' page, click '**Add Module**' in the upper-left corner.
2. A list of available modules is displayed. Every available module has an '**Add**' option. The modules already added to your 'My Institution' page have a '**Remove**' button instead. Add or remove modules as you please. The modules Courses and Messages cannot be removed from the My Institution page.



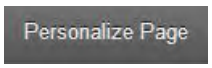
3. Click '**OK**' in the bottom-right corner to save changes and go back to '**My Institution**'.



VISUAL CUSTOMIZATION

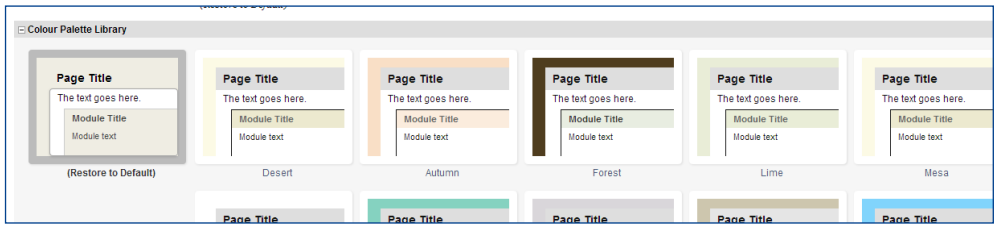
You can customize the appearance of the **My Institution** page. Different themes are available, and the modules can be reordered quickly and easily.

CUSTOMIZE THEME



Personalize your page

1. Click '**Personalize Page**' in the upper right corner in order to change the theme.
2. Select the theme you wish to use.

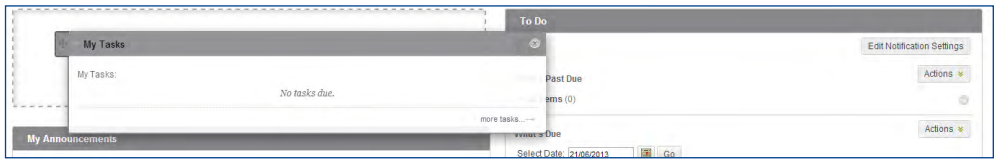


3. Click '**Submit**' to save the changes.

REORDER MODULES

The modules are divided into two columns. You can arrange the modules of the **My Institution** page as you please.

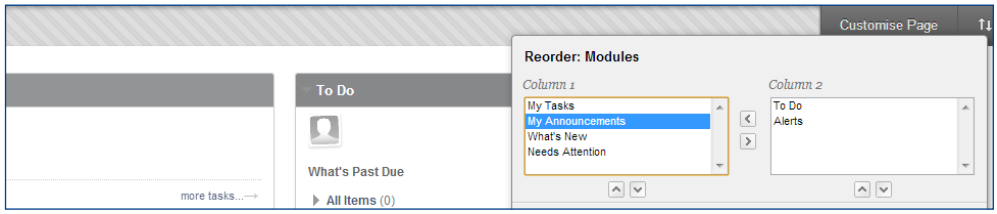
1. Click and hold the gray bar on top of a given module, then drag it to its new position and release.



2. Click the arrow in the upper left corner of a given module in order to either collapse or expand the module.

3. Click the '**x**' in the upper right corner of a given module in order to remove the module. The module can always be added again from the '**Add Course Module**' in the upper left corner.
4. You can also reorder the modules from the Reorder Modules Menu. To do so, click the two arrows in the upper right corner.
5. Use the arrows to rearrange the order of the modules and to move modules from one column to another.

Use the arrows to rearrange

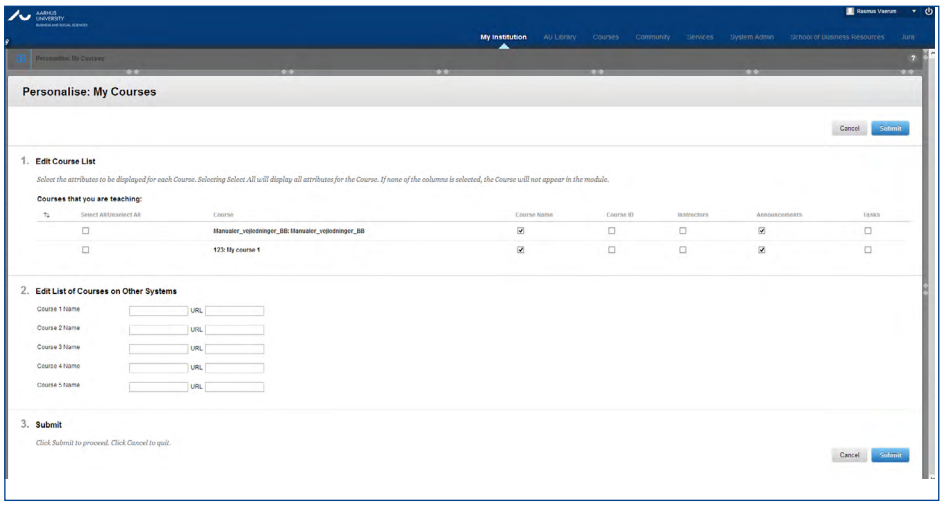


6. When finished, click '**Submit**' to save the changes.

VISUAL ALIGNMENT OF COURSES

The setting icon in the right corner of the course module

1. In the module for courses, press the settings icon in the top right corner of the the module.
2. You will now get an overview where you have the option to change which courses to display etc.


Personalise: My Courses
Cancel
Submit
1. Edit Course List
Courses that you are teaching:
2. Edit List of Courses on Other Systems
3. Submit
Click Submit to proceed. Click Cancel to quit.

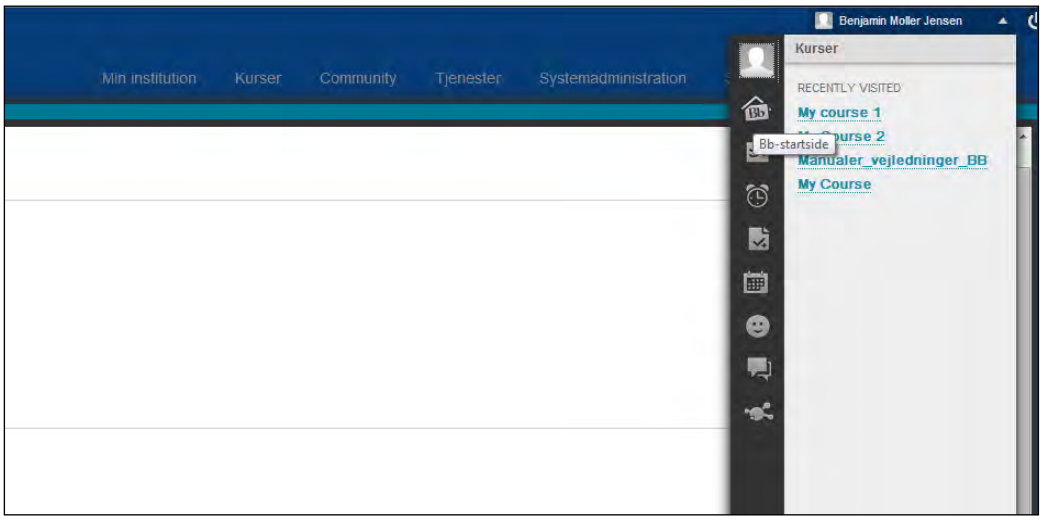
GLOBAL NAVIGATION MENU

In the following, the description of the global navigation menu is divided into the "icon column" and the "display column" respectively. The icon column is always visible when you work in the global navigation menu whereas the display column gives you additional options and views in relation to the selected icon.

GLOBAL NAVIGATION MENU ICONS

To open the Global Navigation Menu, click on your name in the upper right corner. Clicking any of the links from the Global Navigation Menu's left column will direct you to a new page. The content under the link you clicked shows up to the right. The same navigation column with the same icons as in the Global Navigation Menu is displayed to the left.

For now, try clicking on the little house-icon at the top. You are now directed to the '**Overview**'.



OVERVIEW

The '**Overview**' contains recent and relevant changes in Blackboard. This ranges from personal emails, calendar reminders and more. This is basically an overview of what you can see under all the other navigation icons from the menu to the left.

POSTS

If new content is added to blogs, discussion fora, wikies, etc. of which you are an editor or reader, you will be notified here.

UPDATES

In the View column shows your courses. Select the course you want to see updates. Alternatively, you can select "All" to view updates from all courses

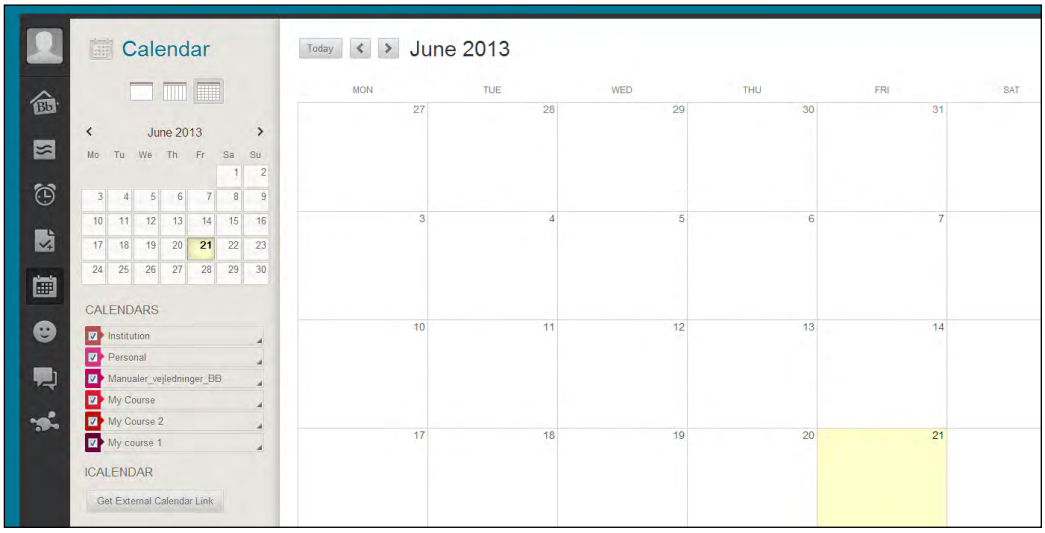
RETENTION CENTER

The retention center gives you the opportunity to track student activity and see if students have submitted assignments for feedback. You also have the possibility to communicate with any inactive student directly from the retention center.

CALENDAR

NB! Your time table is NOT displayed in the calendar, but can be found on the Student Portal: bss.au.dk> For Students.

A new column is displayed to the right of the icon-based navigation column to the far left. Select the calendars you wish to display. All the selected calendar events will show up in the same one calendar on this page, but events from various calendars will be marked in different colours.



PERSONAL CALENDAR

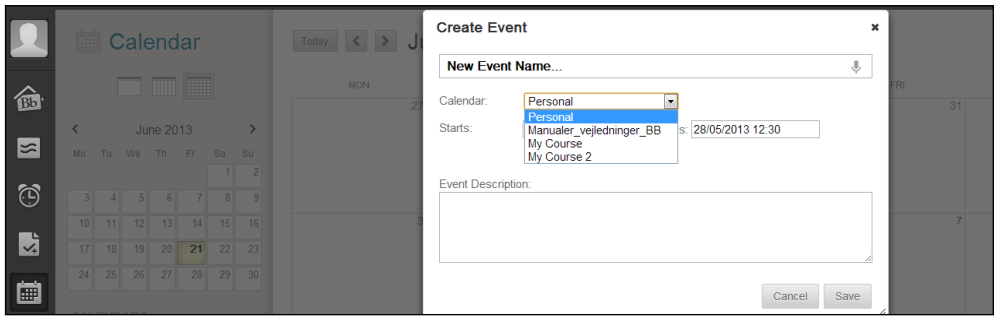
Only you can see your personal calendar events. When adding an event to the calendar, it is added to your personal calendar by default.

COURSE SPECIFIC CALENDARS

Each course has its own calendar. Only you as a teacher of the course can add events or notifications of due assignments, etc. to the course calendar.

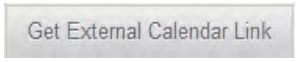
ADD CALENDAR EVENT

1. On the calendar, click on the day to which you wish to add an event.
2. Enter the details of the event.
3. Use the drop-down menu by '**Calendar:**' to select the calendar to use for this event.



4. When finished, click on '**Save**'.

GET EXTERNAL CALENDAR LINK

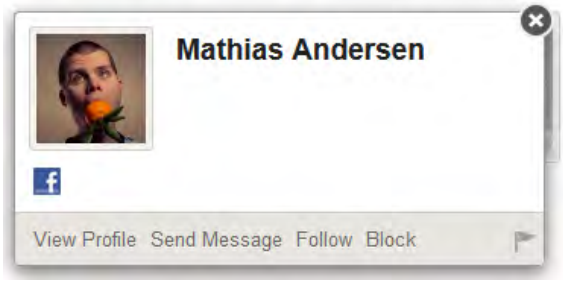


Access your Blackboard calendars from other calendar applications using External Calendar Link

1. To add the calendars you have selected to your preferred calendar application, click on '**Get External Calendar Link**'.
2. Copy the link and paste it into your calender application, eg. Google Calendar, OS X Calendar, or MS Outlook Calendar.
   - The subsequent procedure depends on the calendar application you are using. Please contact the IT Servicedesk for instructions on how to paste the external link into your email client.

PEOPLE

Here you find all users that are in your Blackboard network. Your network includes your colleagues, students and administrative staff enrolled to the courses you are enrolled in. To interact with someone from the list, hover over their name or profile picture. A pop-up menu appears from which you can choose how to proceed. You also have the option to follow the person by clicking 'follow'.



MESSAGES

If someone has contacted you, their message is displayed here. Your find sent messages here, too.

SPACES

Groups of people with common interests can request to join a '**Space**'. It works much like groups or a wall on Facebook. Your students may also create their own spaces to share with a study group, a club, or anything else. As a lecturer, you can create a place where your can link to your research, articles etc.. to be communicated to your contacts.

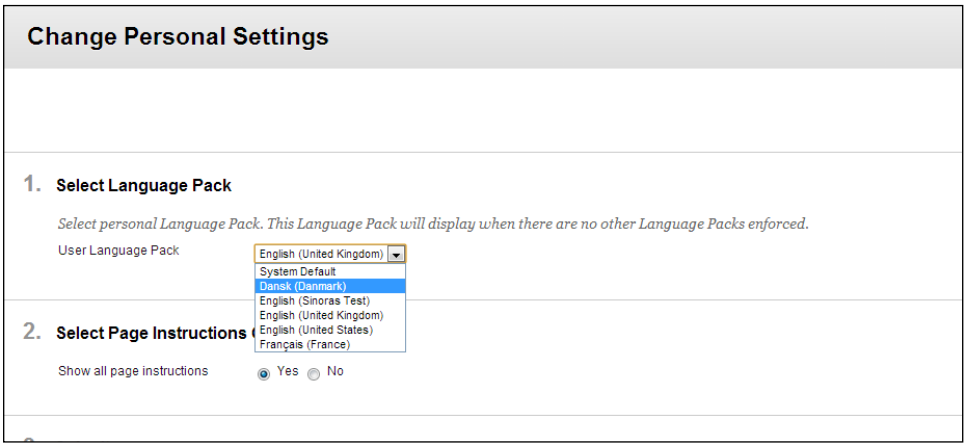
EDIT PERSONAL INFORMATION

1. Under '**Settings**' in the Global Navigation Menu, click on '**Personal Information**'.
2. Click '**Edit Personal Information**' to edit your information.
   - It is important to enter your details in '**Email**' and '**Mobile Phone**' if you wish to receive notifications by email or text message to your phone (this function will be available later in Blackboard). See the following section on notification settings.
3. When finished, click on '**Submit**'.

CHANGE PERSONAL SETTINGS

1. Under '**Settings**' in the Global Navigation Menu, click on '**Personal Information**'.

2. Click '**Change Personal Settings**' to change your settings.
   Under 'Select Langauge Pack', you can change the language in Blackboard.

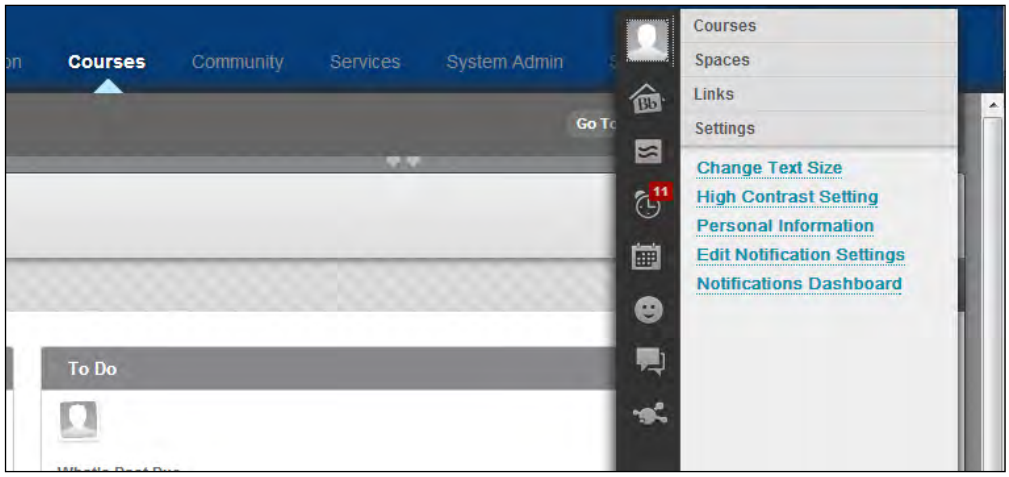


3. When finished, click on '**Submit**'.

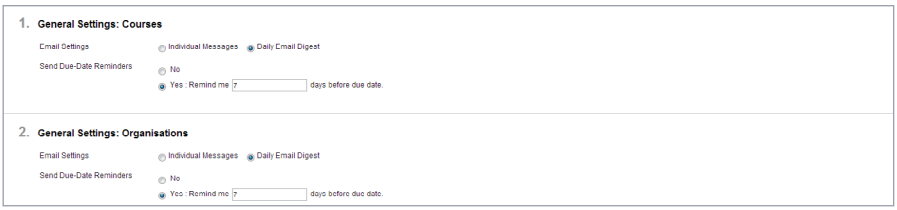
EDIT NOTIFICATION SETTINGS

Blackboard can notify you of recent events whenever and however needed. Such events could be incoming messages from another Blackboard user, overdue assignments and much more. To access the menu, go to the upper-right corner and click on your own name to open the '**Global Navigation Menu**'. Changes in the notifiction settings only apply to your own settings and not to the course notification settings your students have made for themselves.

1. Choose '**Settings**' and click on '**Edit Notification Settings**'.



2. Click on '**Edit General Settings**' to edit all general settings.
    - General settings are divided into Courses and Organisation settings.
        - '**General Settings: Courses**' apply to notifications related to any courses you are teaching or attending.
        - '**General Settings: Organisations**' apply to notifications related to the organisation in general – but also to any other organisation to which you are affiliated.



    - Under '**Email Settings**', select '**Individual Messages**' or '**Daily Email Digest**'.
    - '**Send Due-Date Reminders**' apply to calendar appointments, assignments, and anything else on Blackboard to which a due-date can be specified.
    - Click '**Submit**' to save all changes to these settings.

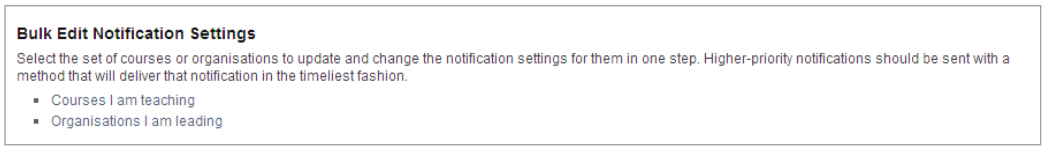
3. Under '**Edit Individual Course Settings**', all your courses are listed. Click on a course to make changes to the notification settings for that specific course. There are three ways to be notified by Blackboard:
    - '**Dashboard**': Notifications are displayed on the Home Page of the course, as well as on your 'Notifications Dashboard'. Let Blackboard notify you of any change even remotely relevant to you through here. Let Blackboard notify you of anything important by either:
    - '**Email**': Select which events and messages are important enough to be emailed to you.
    - '**Mobile**': You may add a telephone number for the future mobile service in Blackboard.

4. Click '**Submit**' to save all changes to the above settings.

Note: The future 'Mobile' option requires that you have specified a valid phone number under "Edit Personal Information".

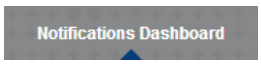
Click 'Submit' to save notification settings

You can either go through all your courses and specify specific settings for each course, or just change all of them at once using the '**Bulk Edit Notification Settings**'.


Bulk Edit Notification Settings
Select the set of courses or organisations to update and change the notification settings for them in one step. Higher-priority notifications should be sent with a method that will deliver that notification in the timeliest fashion.
Courses I am teaching
Organisations I am leading

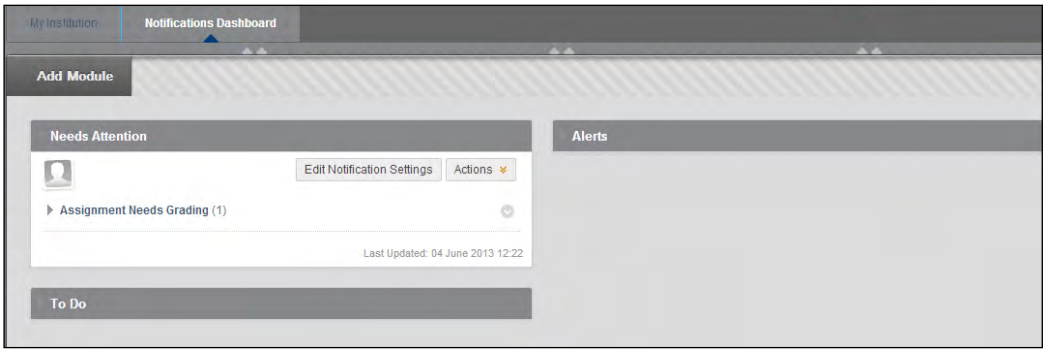
The '**Bulk Edit Notification Settings**' option allows you to apply specified notification settings to multiple courses at once. To select which courses to apply notification setting changes to, click on the courses individually, and then click on the little arrow in the middle to move courses from the '**Items to Select**' list to the '**Selected Items**' list. Specify your settings and then click '**Submit**'.

NOTIFICATIONS DASHBOARD

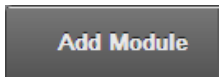


Manage notifications from the 'Notifications Dashboard'

To manage the '**Notifications Dashboard**', click on the '**Notifications Dashboard**' next to '**My institution**' in the upper-left corner.



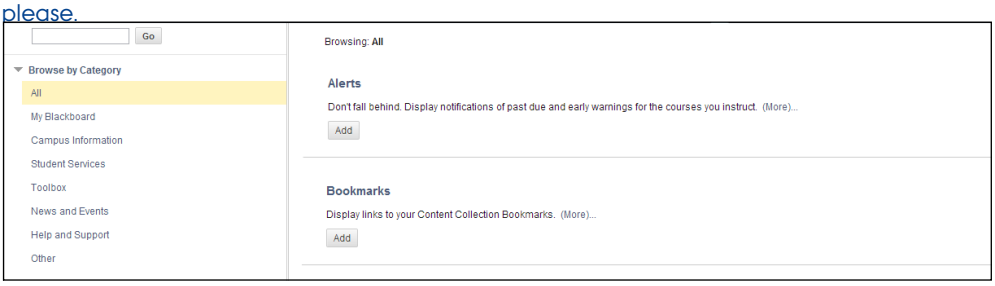
This page works just like the '**My Institution**'. It is common to add modules that post notifications to the '**Notifications Dashboard**' – and keep other modules on the '**My Institution**' page. However, anyone can do as they please.



Add modules to your 'Notifications Dashboard'

1. To add a module to the '**Notifications Dashboard**' page, click '**Add Module**' in the upper-left corner.

2. A list of available modules is displayed. Every available module has an '**Add**' option. The modules already added have a '**Remove**' button instead. Add or remove modules as you please.



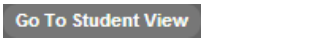
3. Click '**OK**' in the bottom-right corner to save changes and go back to '**Notifications Dashboard**'.

GETTING STARTED

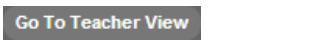
In order to manage courses in Blackboard, go to '**Courses**' from the horizontal navigation menu. Click the name of the course from the '**Course List**'. This will open the course as well as the 'Quick Setup Guide' which will not be elaborated in page "Quick Setup Guide" on page 61. Check the '**Hide Quick Setup Guide when I enter this course**' option. Otherwise, the 'Quick Setup Guide' is displayed next time, too. Then click '**Apply Changes**'. To return to the guide later, go to '**Customisation**' in the lefthand menu/course menu to the left and click the '**Quick Setup Guide**'.

QUICK OVERVIEW

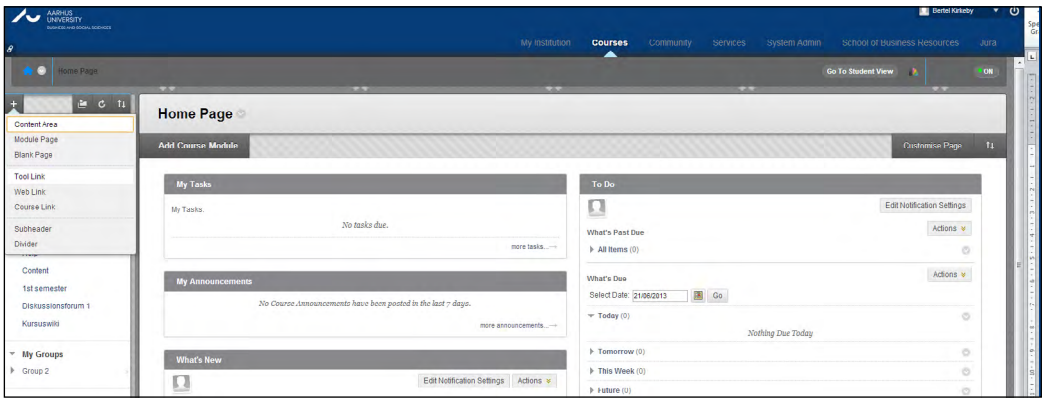
The default view of the course is the '**Teacher View**'. Anywhere on the course website you can switch to '**Student View**' to see what someone without administrative privileges sees when visiting the course website. To see how this looks for your course click '**Go To Student View**' in the upper-right corner.



Change view settings to Student View



Change view settings to Teacher View



The Home Page content consists of modules. The course website can be edited by instructors and educators. Instructors and trainers are assigned to the course by their role defined in Syllabus. A course secretary can add a teacher or instructor for a temporary period - read more about this here **http://medarbejdere.au.dk/hoved-omraader/bs/undervisning-og-eksamen/blackboard/videovejledninger/tilfoej-bruger-add-user/**

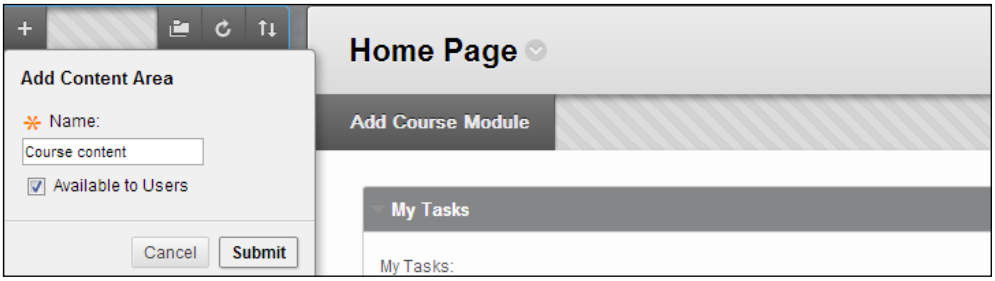
ADD CONTENT

In order to add content to a course, click on the plus sign at the top of the course menu to the left. From this menu, a number of different links can be added to the course menu.

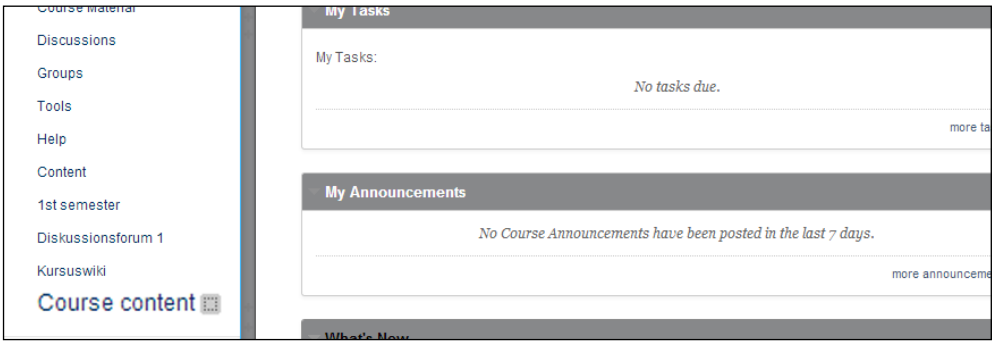
Add items to the course menu using the 'Add Menu Item' option at the top of the menu

In order to add content to your course, first add a Content Area which can contain almost any kind of content.

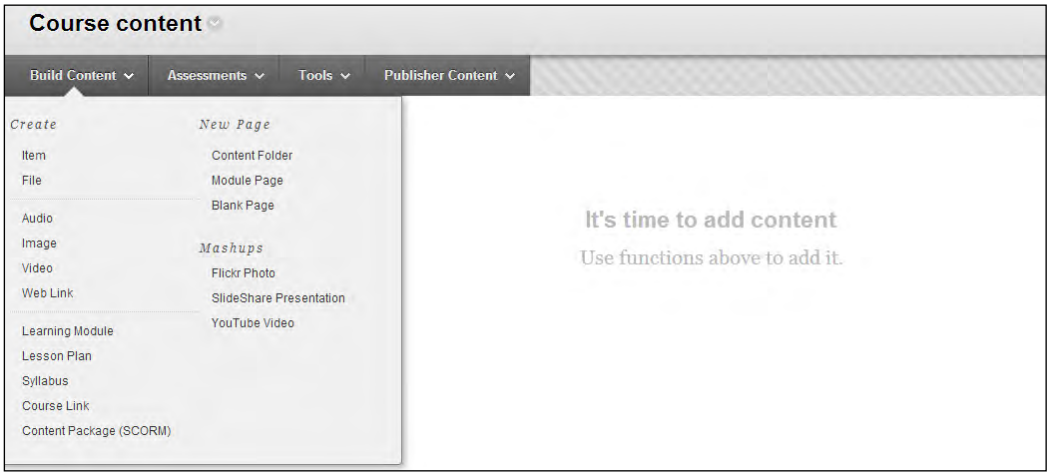
1. To add a Content Area, click '**Content Area**'.
2. Give the content area a suitable name.
3. To make the Content Area visible to other users of the course, check '**Available to Users**'.



4. Click '**Submit**'. The Content Area is now placed in the course menu.

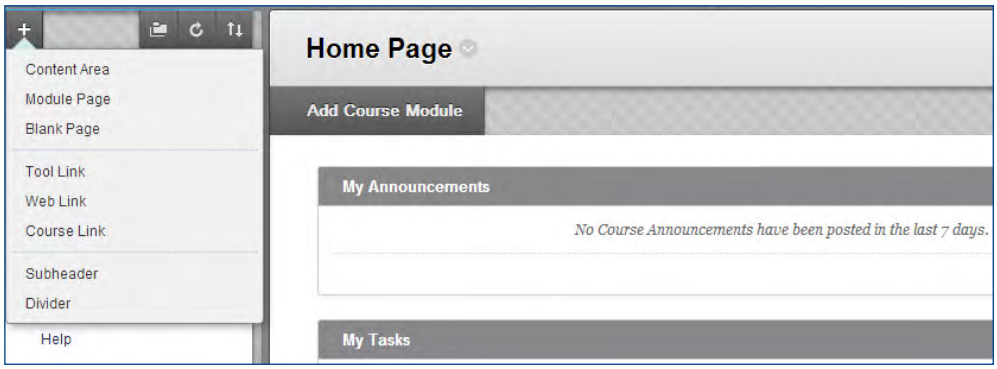


Blackboard has a wide range of built-in functionality and features. Examples are video, audio, lesson plans, discussion fora, tests, surveys, assignments, teacher-student online chats, wikis, and much more. Click on the content area and hover over '**Build Content**' and start adding content to your course.

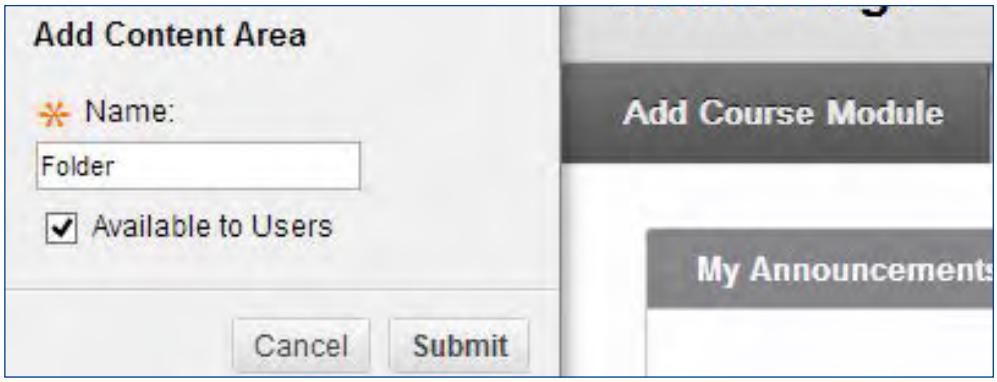


ADD FOLDER

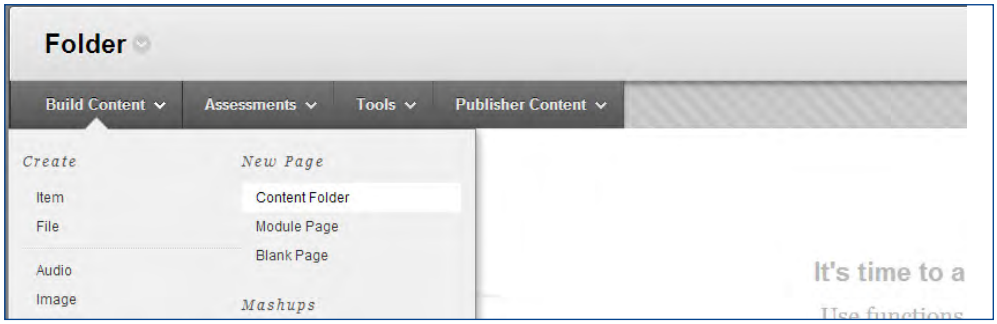
1. Add a new Content Area



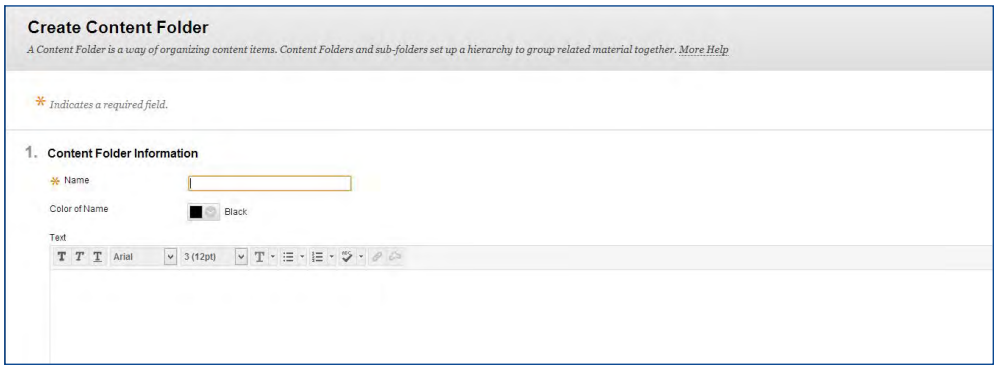
2. Name the Content Area and press Submit



3. Click the new Content Area (here named Folder) in the lefthand menu and click "**Build Content**". Choose "**Content Folder**".

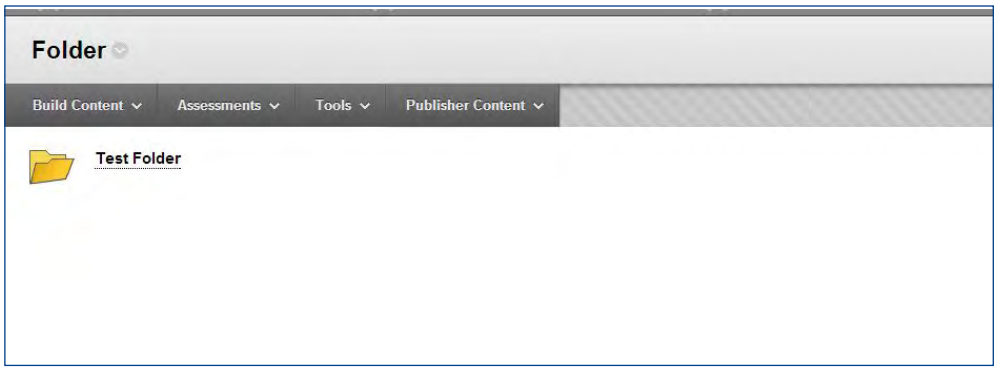


4. Name the new folder (Additional configuration options available below)

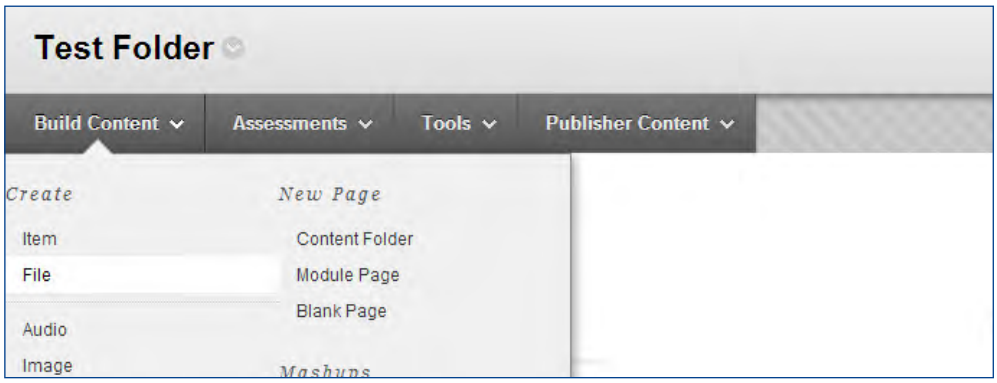

Create Content Folder
A Content Folder is a way of organizing content items. Content Folders and sub-folders set up a hierarchy to group related material together. More Help
Indicates a required field.
1. Content Folder Information
Name
Color of Name
Black
Text
Arial
3 (12pt)

ADD FILES TO THE FOLDER

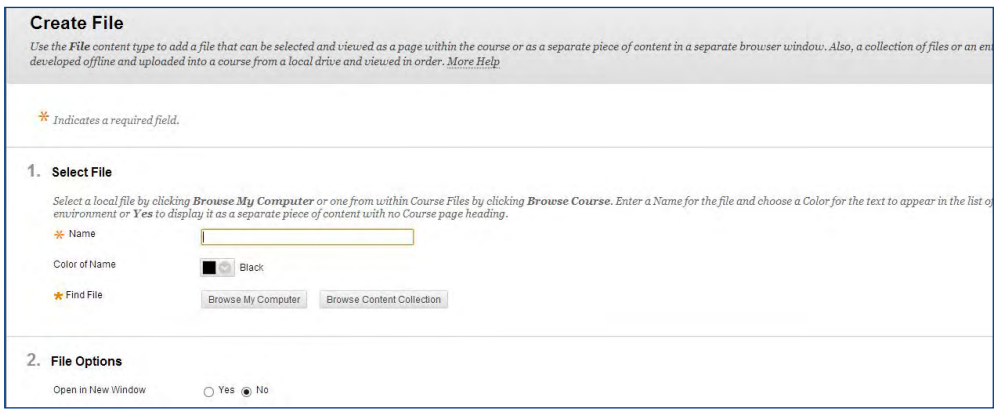
1. Choose the new folder



2. In the Menu "**Build Content**" choose "**File**"



3. Browse to find a file on your Computer or in a Blackboard course and type a name (Additional configuration options available below).


Create File
Use the File content type to add a file that can be selected and viewed as a page within the course or as a separate piece of content in a separate browser window. Also, a collection of files or an en
developed offline and uploaded into a course from a local drive and viewed in order. More Help
Indicates a required field.
1. Select File
Select a local file by clicking Browse My Computer or one from within Course Files by clicking Browse Course. Enter a Name for the file and choose a Color for the text to appear in the list o
environment or Yes to display it as a separate piece of content with no Course page heading.
Name
Color of Name
Black
Find File
Browse My Computer
Browse Content Collection
2. File Options
Open in New Window
Yes
No

4. Press '**Submit**'

VISUAL CUSTOMIZATION OF THE COURSE MENU

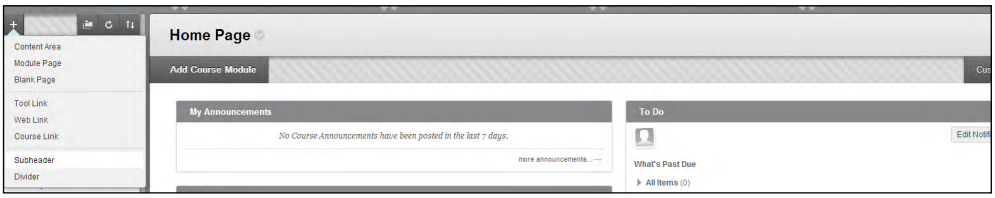
Make your course site's course menu more organised using '**Subheaders**' and '**Dividers**'.

A '**Subheader**' is a menu point that is not clickable, but is visually emphasized by being in bold text. It can then serve as a header, marking where a new section of navigation links starts.

A '**Divider**' is a horizontal line that, for instance, can mark the division between two sections of the course menu.

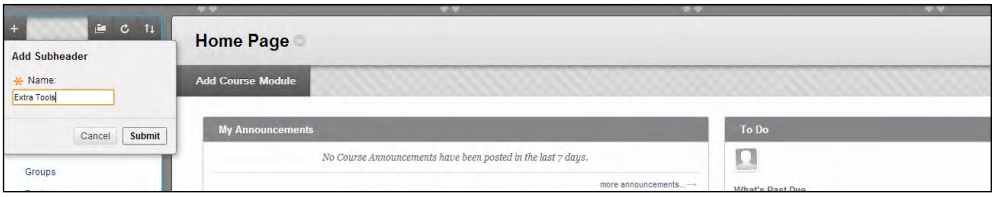
CREATION

1. Click on the plus sign at the top of the course menu to the left.
2. Click on either '**Subheader**' or '**Divider**'. In this example, we are making a '**Subheader**'.



3. Give the '**Subheader**' a name, and then click on '**Submit**'.

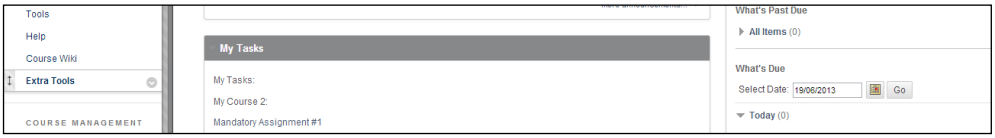
   Note: Dividers are not given names.



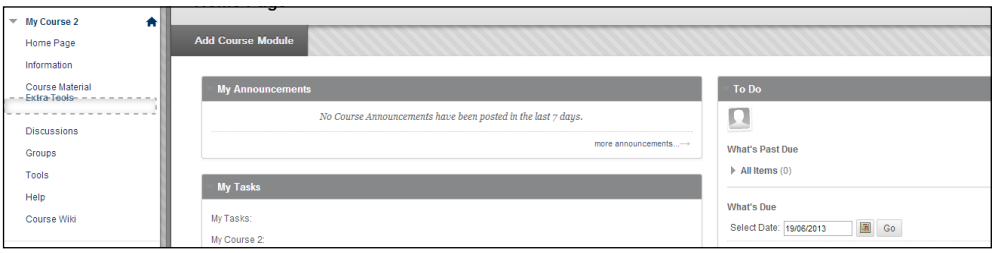
PLACEMENT

The Subheader is automatically placed at the bottom of the course menu, but it can be moved around freely.

1. Hover over the '**Subheader**' with the mouse cursor.
2. Click down on the little upward and downward pointing arrow and hold down the mouse button.



3. Now you can drag it to a different place. Let go of the mouse button to release the '**Subheader**' in its current position, and it will stay there. This feature is commonly known as drag-and-drop.



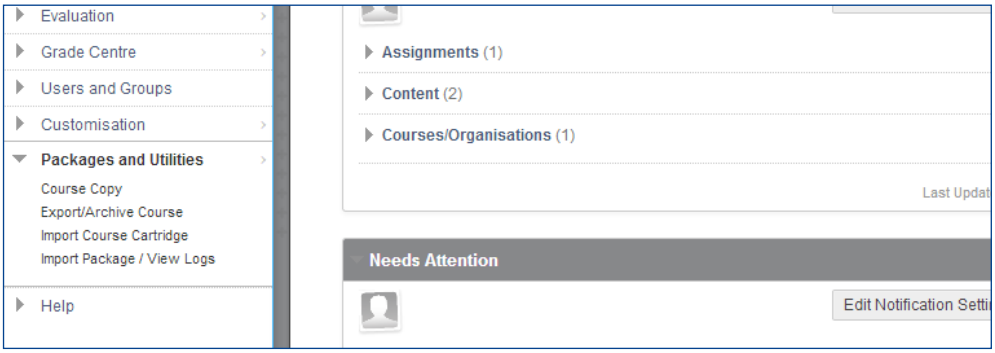
COPY COURSES

There are basically three different ways of copying courses along with the course material. It is possible to either copy an entire course, copy several files from one course to another or copy single files one at a time.

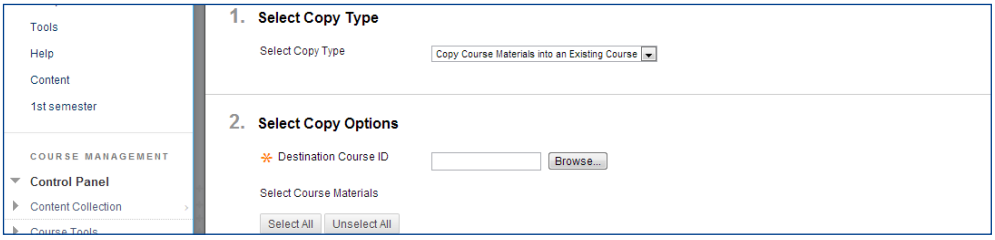
COPY ENTIRE COURSE

It is possible to copy one course to a new course in order to copy course information, course material, course layout etc.

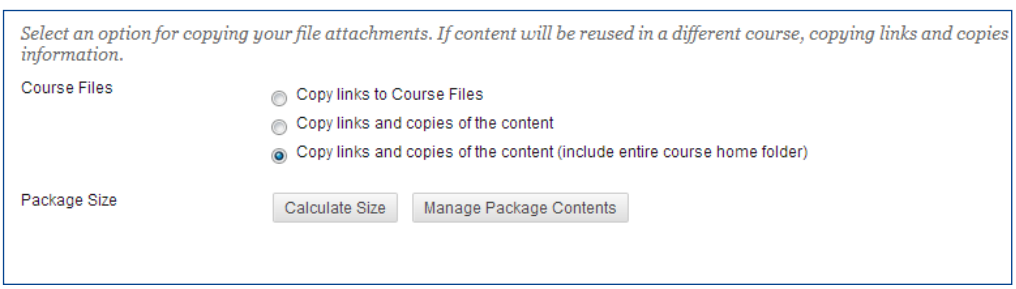
1. Click '**Courses**' in the horizontal navigation menu and go to the course that you want to copy.
2. In the course menu to the left, expand '**Packages and Utilities**' and click '**Course Copy**'. Packages and utilities can be found in the control panel.



3. Select the '**Copy Type**' and set the '**Copy Options**'. These options make it possible to copy virtually any kind of information from this course to the new course.



4. If you wish to copy file attachments to the new course, specify how you wish to copy them. It is possible to copy links or references to the files as well as copies of the files.

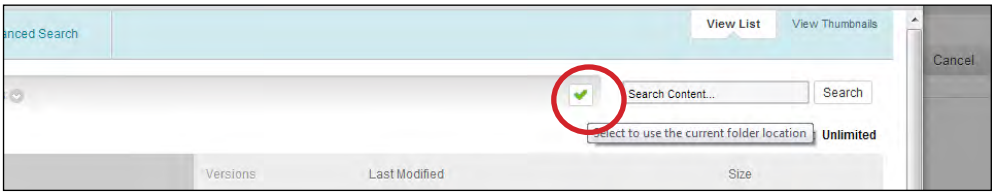

Select an option for copying your file attachments. If content will be reused in a different course, copying links and copies information.
Course Files
Copy links to Course Files
Copy links and copies of the content
Copy links and copies of the content (include entire course home folder)
Package Size
Calculate Size
Manage Package Contents

Copy courses and click 'Submit' to finish.

5. It is also possible to copy the list of enrollments for the course, but when students are automatically registered for courses via STADS, this option should **NOT** be chosen.
6. Click '**Submit**' when all options you want are selected.
7. Once the required folder is marked, select it by clicking the check mark at the top right and then click '**Submit**'.

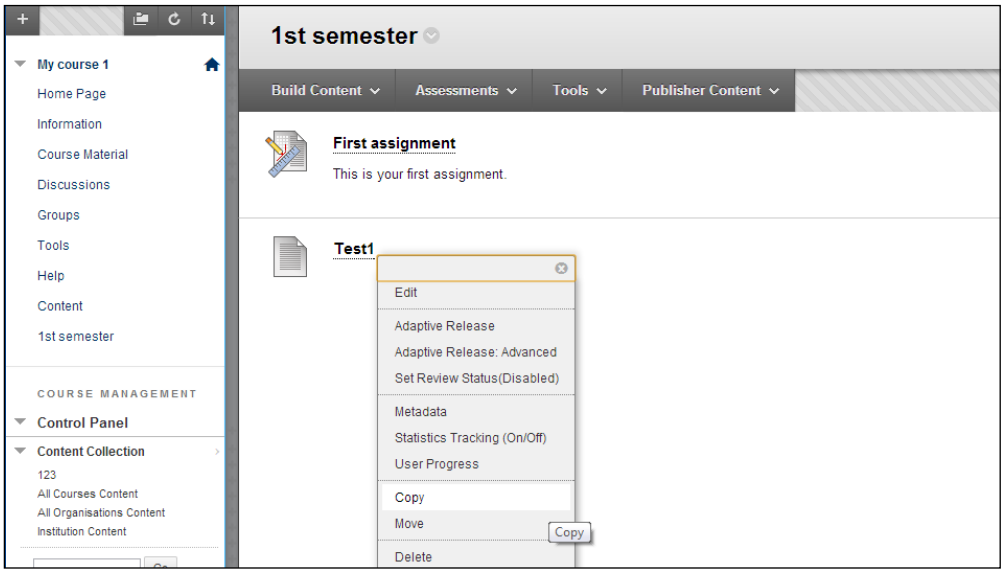
Select the files and click 'Submit' to copy them

8. Click 'Submit' once again, and you will return to the front page of the course. The files are now copied to the selected course folder.



COPY SPECIFIC FILE

1. Go to the course from which you want to copy a specific file.
2. Select the '**Content Area**' that holds the file. In this case, the 'Content Area' is called "1st semester".
3. Place the mouse next to the file name and click the **downward poiting triangle**, then click '**Copy**'.



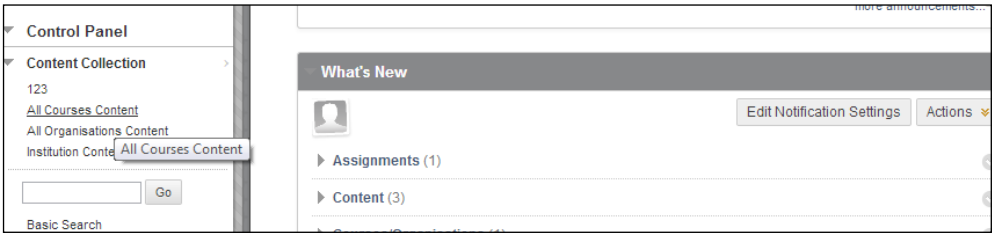
4. Under '**2. Destination**', click the drop-down menu and select the 'Destination Course'. Select the Destination Folder as well.

5. Adjust '**Attachment and Embedded Links**' settings.
6. Click '**Submit**' to copy the file.

COPY SEVERAL FILES

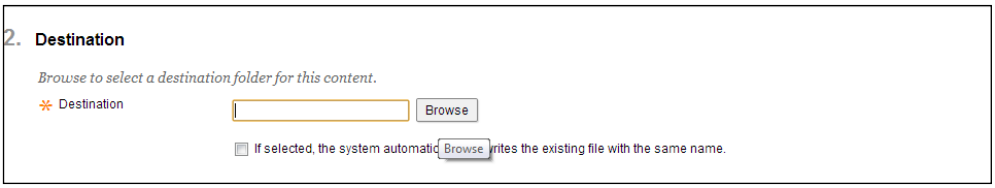
It is possible to copy several files from one course to another. You can browse through all available courses in the organisation to find the destination course.

1. Go to the course from which you wish to copy files.
2. On the course menu to the left, expand the '**Control Panel**', and click '**Content Collection**'.
   - If you want to copy files from this particular course, click the '**Course ID**'.
   - If you want to copy files from another course, you can select '**All Courses Content**' in order to browse for all available material. This option will be demonstrated here.



3. Select the course from which you wish to copy files.

4. Check the file to copy and click '**Copy**'.
5. Click '**Browse**' to select the destination for the file.



6. Browse to find the course to which you want to copy the files. Use the **upward pointing arrow** in the upper left corner to go to the parent folder.

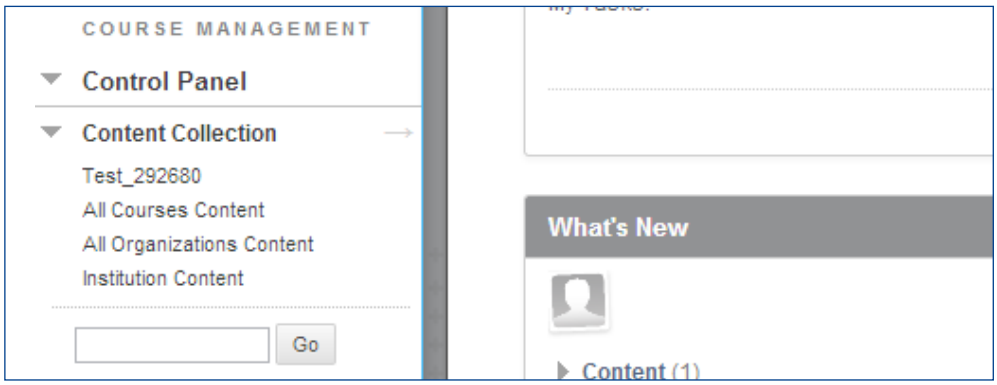
UPLOAD-FOLDER FOR STUDENTS

As a lecturer you can create a folder in which the students can upload their material and all course participants can see and download the material.

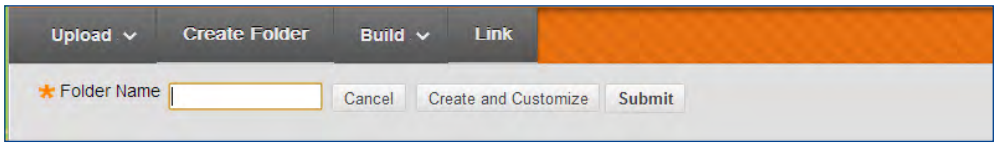
There are 2 steps before the student has access to upload material. Below the 2 steps are described: "**In the Control Panel**" and "**The Course Menu**".

IN THE CONTROL PANEL

1. Go to the course where you want to create a folder.
2. Select **Content Collection** and click on your course, in this case Test.



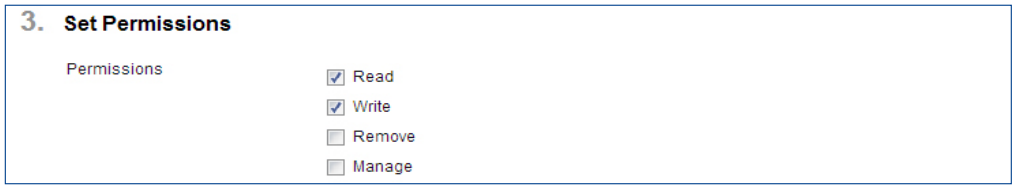
3. Click Create Folder and type the name of the folder. Click **Submit.**



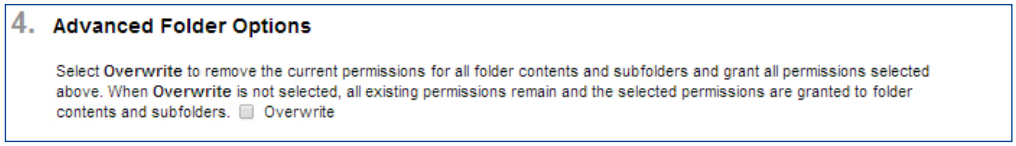
4. The folder is now set up in the course **Content Collection** but is not yet available to students.
5. Before the students can upload to the folder, you have to give the students permission to read and write to the folder. Click the hand icon and then "**Select specific Users by Place**" Click on "**Course**".

Click on this icon to give students permission to read and write to the folder

6. Put a checkmark next to the desired course in "**Choose Courses**".
7. Put a checkmark next to the students in "**2 Select Roles**".
8. Check Read and Write under "**3 Set Permissions**".



9. Note that, in point "**4 Advanced folder options**" you should NOT put a checkmark in the checkbox beside Overwrite as existing rights and permissions to other folders will be overruled by the new settings for this folder.

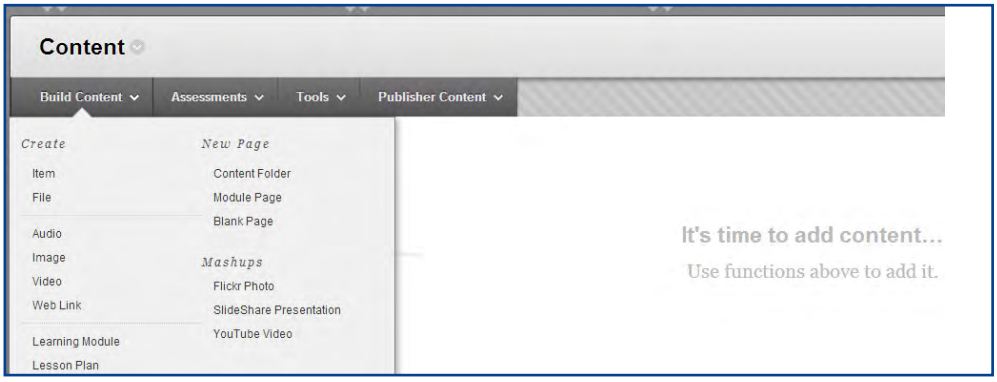

4. Advanced Folder Options
Select Overwrite to remove the current permissions for all folder contents and subfolders and grant all permissions selected above. When Overwrite is not selected, all existing permissions remain and the selected permissions are granted to folder contents and subfolders.
Overwrite

10. Click **Submit.**

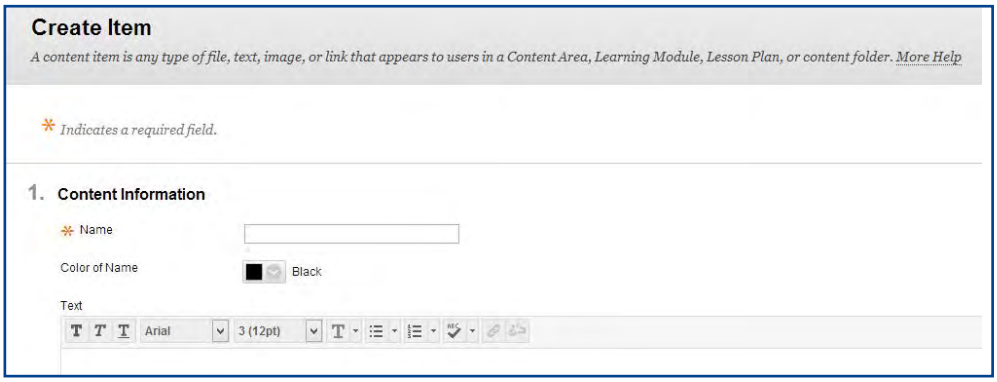
IN THE COURSE MENU

1. Go to your course and choose a folder where you want students to read and write. In this case "**Content**" is selected in the left menu.

2. Click "**Build Content**" and select "**Item**".

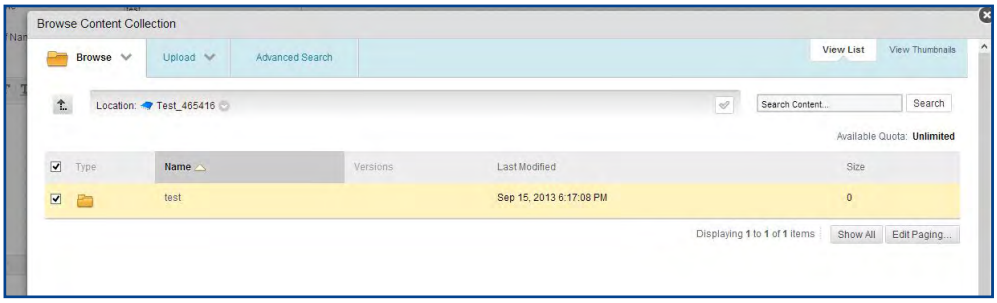


3. Type a name for the item.


Create Item
A content item is any type of file, text, image, or link that appears to users in a Content Area, Learning Module, Lesson Plan, or content folder. More Help
Indicates a required field.
1. Content Information
Name
Color of Name
Black
Text
Arial
3 (12pt)

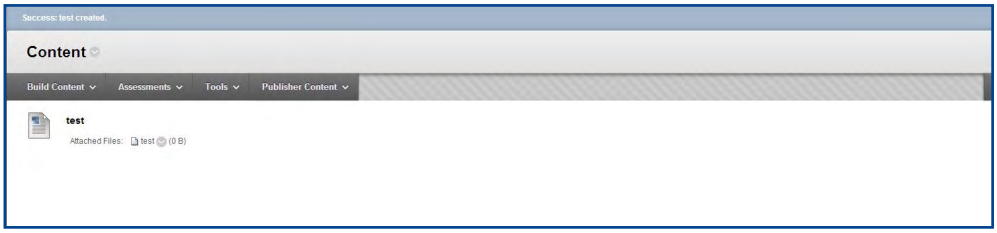
4. Select **Browse Content Collection**.

5. Check the folder and click **Submit**.



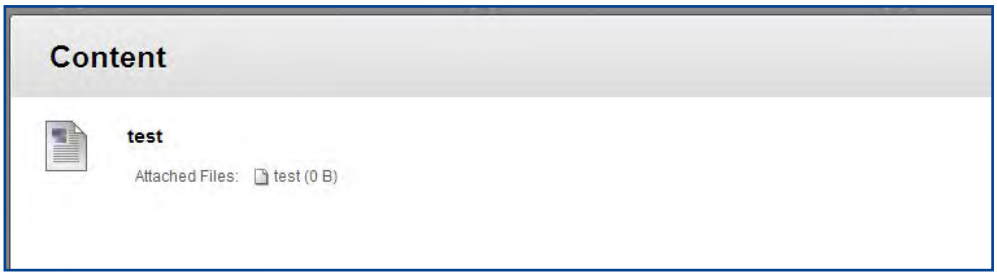
6. Complete the settings of the item and click **Submit**.

7. The folder will now appear as below for students (not as a specific folder, but as a link to click on to get to the Content Collection, where it is possible for students to upload material).



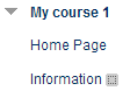
FOR THE STUDENT

1. The student accesses the folder by clicking the link below, in this case **test (0 B)**.



2. The students can now upload material, create folders etc.

ADD COURSE INFORMATION



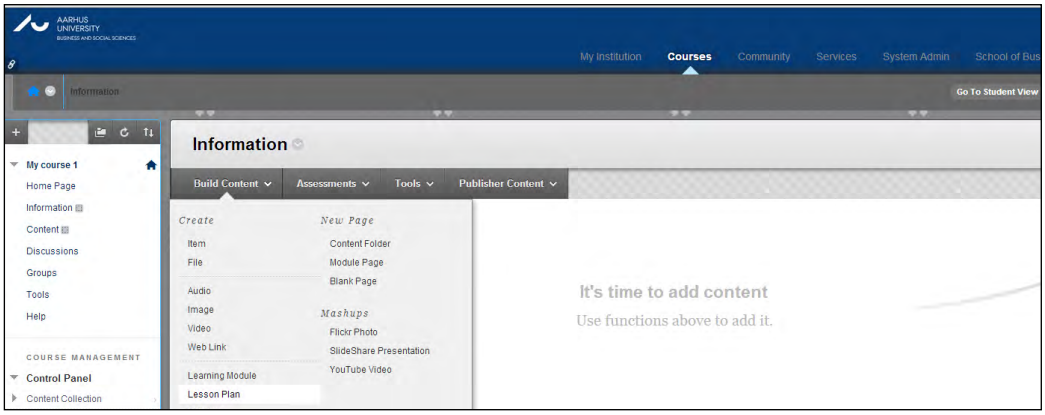
The 'Home Page' is a Module Page whereas 'Information' is a Content Page

Course information can be added to a '**Content Area**' as opposed to a '**Module Page**'. Module pages are for adding modules just like on the 'My Institution' page.

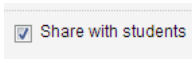
The page called '**Information**' on the other hand is a 'content area' which can be used to share course information. Click '**Information**' in the course menu to the left, then hover over the '**Build Content**' option. This opens a list of all the types of content that can be added to the page.

LESSON PLAN

Click '**Lesson Plan**' to add information about the course.



Add information about the course beginning by its name, then add a description of the course. The field that says '**Instructor**' can be changed to eg. "Lecturer" and the lecturer's name can be entered.

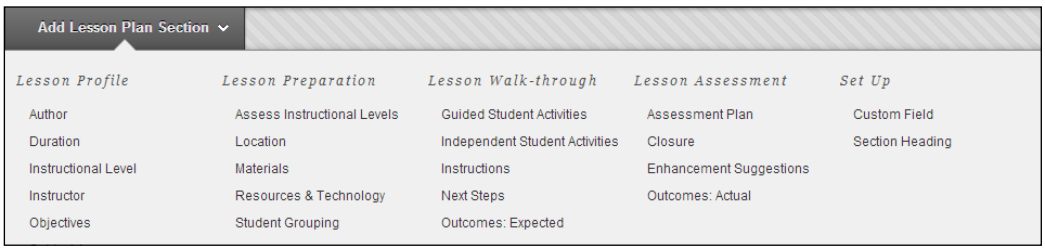


Select whether or not to share certain course information with students

If the intention is to share the information with students, be sure to check the field '**Share with Students**' whereever this option is available.

It is also possible to add objectives for the course and share these with students as well. Furthermore, a number of options can be activated for the course, eg. display information, view counts etc.

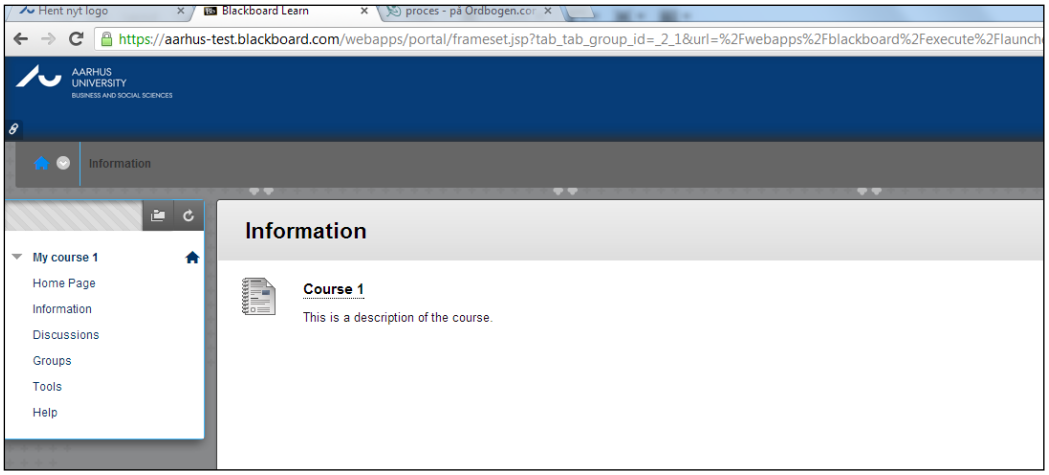
To add more text boxes for more information, such as student groups, lecture plan, etc., go to the top of the page and hover the cursor over '**Add Lesson Plan Section**', then click on what needs to be added.



When all information has been entered, click '**Save and Continue**' to return to the 'Content Page' of the course. The changes have now been saved.

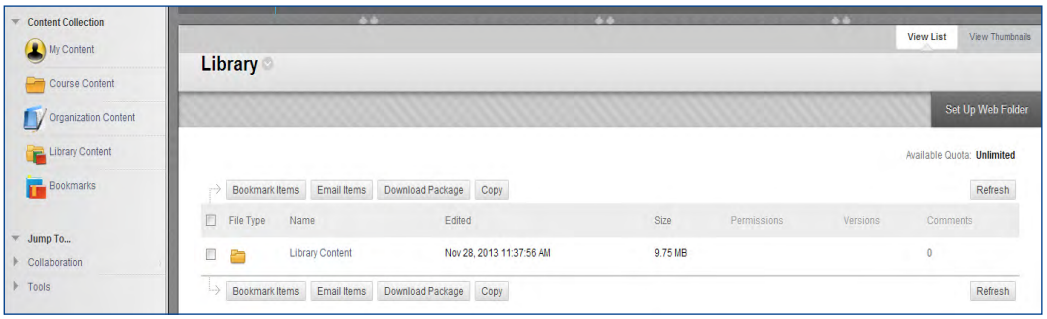
Click '**OK**' in the lower-right corner to return to the 'Information' page of the course. You will now see the updated description of the course.

Go to '**Student View**' in the upper-right corner to see how the information is displayed for students. Go to the **course menu to the left** and click '**Information**' to view the course information as it is displayed for students. Return to **Teacher View** when done.



UPLOAD CURRICULUM

AU Library has uploadet a guide to loading a curriculum into a Blackboard course. You find this guide in the **Content Collection** > **Library Content**.



Click on the folder **Library Content** and then on **Pensumservice**, where you can click and download the pdf-file.

EXPORT COURSE MATERIAL FROM CAMPUSNET OR AULA

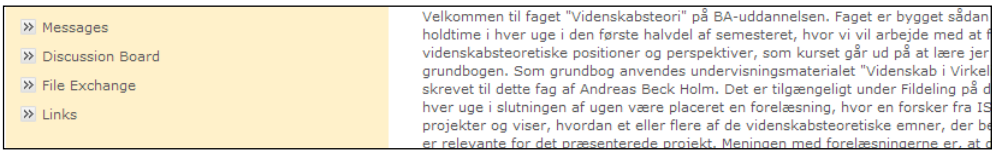
In order to use previously created course material for courses in Blackboard, it may be necessary to export this course material from CampusNet or AULA. The following will show how to export course material and download it as a zipped archive file. It is only possible to export "flat" files - ie Word, PDF, PPT, pictures. Discussion fora and processes can not be exported.

EXPORT COURSE MATERIAL FROM CAMPUSNET

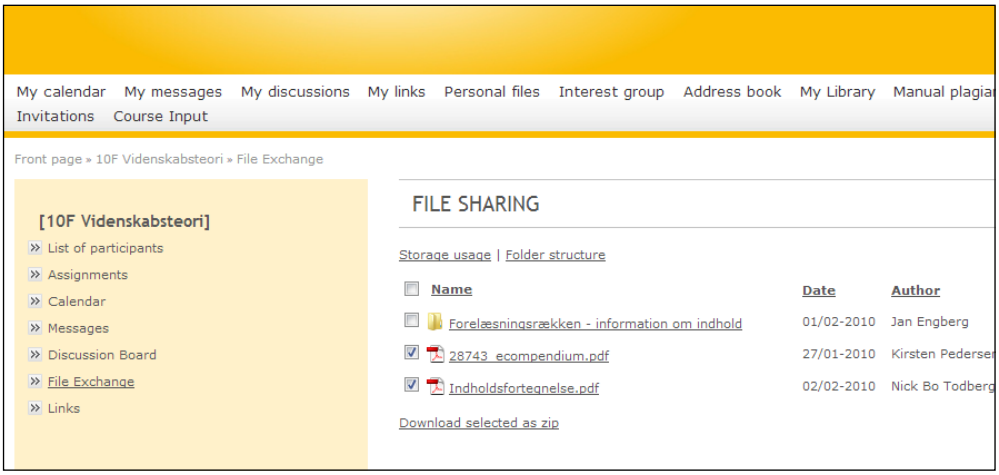
1. To export course material from CampusNet, log on to CampusNet at cn.asb.dk. Select the course from the course menu. In this example, the course is called 'Videnskabsteori'.

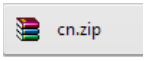
Courses
[10F Videnskabsteori]
Groups
New FAQ about studies and facilities aims at making life a bit less complicated for s
Sciences.
The web page provides you with answers to the most common questions about life
Social Sciences ? wireless network, printing, timetables, buildings etc.

2. Once the course is selected, go to '**File Exchange**' and locate the files to export. If the files are located in a sub group, eg. 'Class 01', go to this folder and select '**File Exchange**'.


Messages
Discussion Board
File Exchange
Links
Velkommen til faget "Videnskabsteori" på BA-uddannelsen. Faget er bygget sådan
holdtime i hver uge i den første halvdel af semesteret, hvor vi vil arbejde med at f
videnskabsteoretiske positioner og perspektiver, som kurset går ud på at lære jer
grundbogen. Som grundbog anvendes undervisningsmaterialet "Videnskab i Virkel
skrevet til dette fag af Andreas Beck Holm. Det er tilgængeligt under Fildeling på d
hver uge i slutningen af ugen være placeret en forelæsning, hvor en forsker fra IS
projekter og viser, hvordan et eller flere af de videnskabsteoretiske emner, der be
er relevante for det præsenterede projekt. Meningen med forelæsningerne er, at d

3. Select the files to download by checking the check boxes for the files, then click '**Download selected as zip**'. What to do next in the file download process depends on the browser used. Save the file in a location on the computer where you can find it later for upload to Blackboard.





Previous course material can be downloaded as a zip file and used in Blackboard

EXPORT COURSE MATERIAL FROM AULA

1. To export course material from AULA, log on to AULA at aula.au.dk. Go to the list of courses and select the course from which you wish to download the files.

2. When the course is selected, click on '**Documents**' to access the documents of the course.

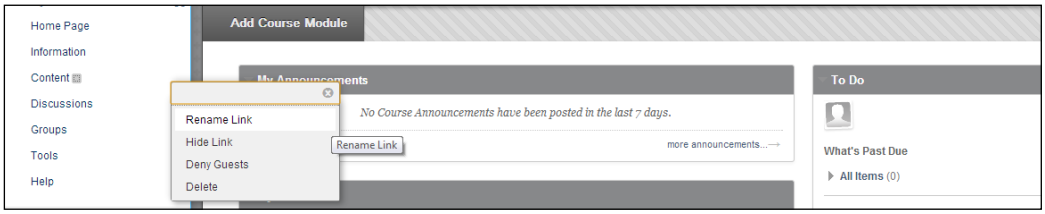
3. Click on the floppy-icon that says '**Save (ZIP)**'. What to do next in the file download process depends on the browser used. Save the file to a location on the computer where it can be found later for upload to Blackboard.

ADD COURSE MATERIAL

Add items to the course menu using the 'Add Menu' option

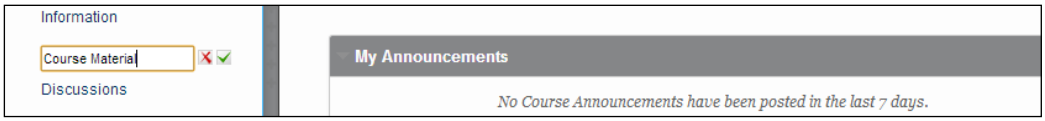
Course material can be uploaded to a '**Content Area**'. Go to the course that needs course material and rename the '**Content**' link from the course menu to the left. To add a new 'Content Area', click the '**Add Menu Item**' icon above the course menu.

In this example, the 'Content' link is renamed. To rename a link, hover over it with the cursor and click the little downward pointing triangle that appears, then select '**Rename Link**'.



When hovering over an item in the course menu, a triangle appears and opens a drop-down menu when clicked

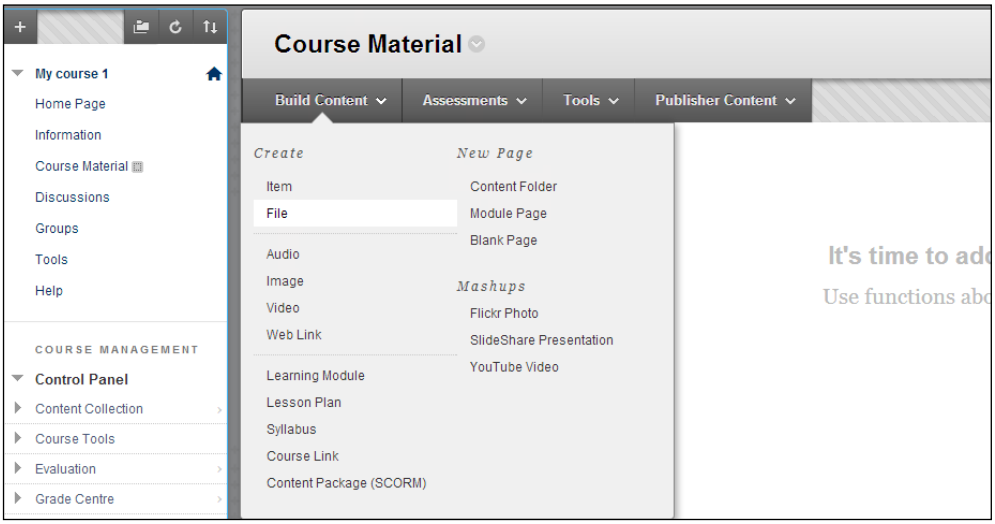
Rename the link accordingly, eg. "Course Material", and click the green check mark.



UPLOAD FILES TO BLACKBOARD

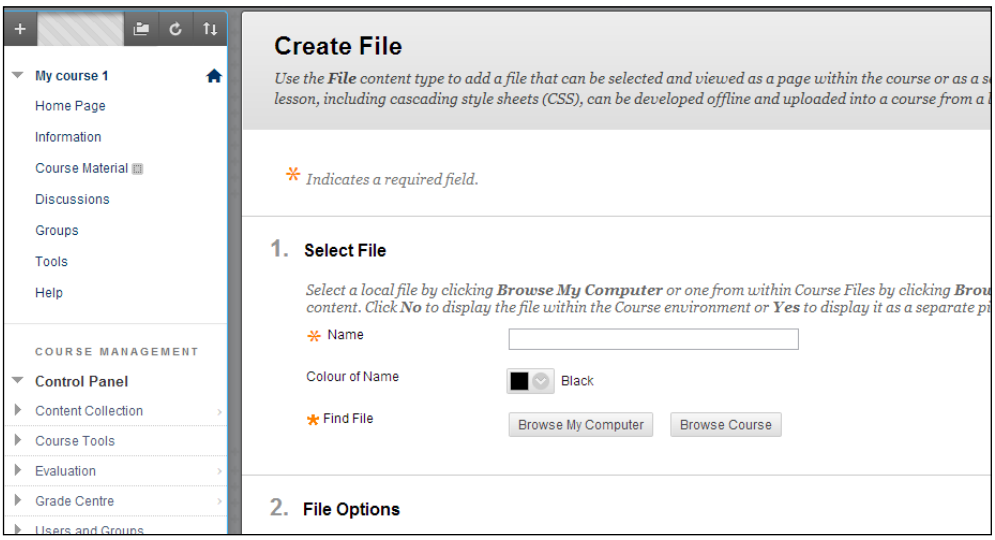
1. Click on the newly named link to open this content area now called '**Course Material**'. In this section, it is possible to add course material of almost any file type.

2. Hover over '**Build Content**' in order to expand the menu, then click on the type of material to upload.



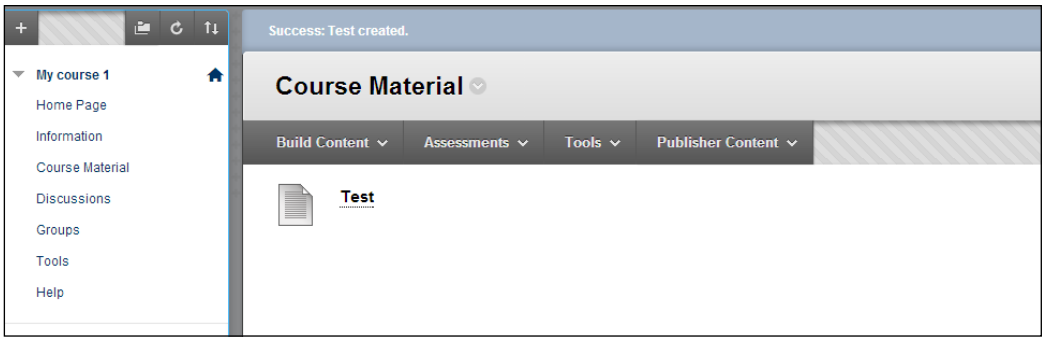
3. Provide a name for the file and click '**Browse My Computer**'. Browse to the file, select it, and click '**Open**'. The file will be displayed with the name you provided in the '**Name**' field. Other settings can be adjusted for the file, eg. tracking of view counts, restricted access for a certain period of time, etc.

4. Click '**Submit**' in the lower-right corner when ready.


My course 1
Home Page
Information
Course Material
Discussions
Groups
Tools
Help
COURSE MANAGEMENT
Control Panel
Content Collection
Course Tools
Evaluation
Grade Centre
Create File
Use the File content type to add a file that can be selected and viewed as a page within the course or as a
lesson, including cascading style sheets (CSS), can be developed offline and uploaded into a course from a
Indicates a required field.
1. Select File
Select a local file by clicking Browse My Computer or one from within Course Files by clicking Brou
content. Click No to display the file within the Course environment or Yes to display it as a separate p
Name
Colour of Name
Black
Find File
Browse My Computer
Browse Course
2. File Options

Save uploaded course material to Blackboard using the 'Submit' button

The file is now uploaded to the 'Course Material' folder under the course. Click the 'Course Material' folder on the course menu to the left to see the file. You can also switch to 'Student View' from the upper-right corner in order to see how the folder is displayed for students.



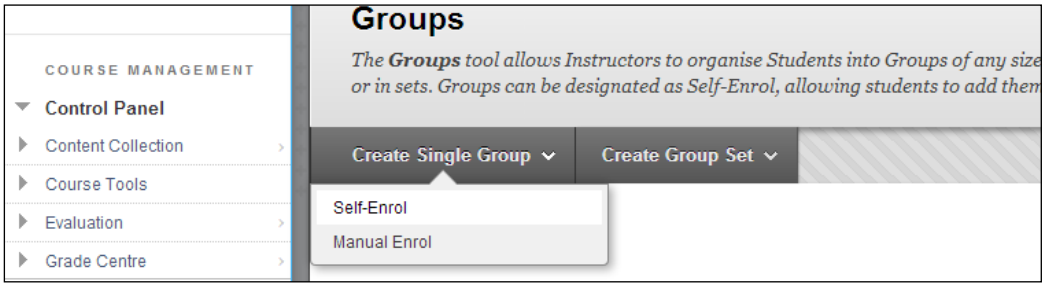
MANAGE STUDENT GROUPS

If functionalities in Blackboard are limited, activate functionalities by clicking the 'OFF' button in the upper right corner

Teachers or course secretaries administer study groups. As a teacher/course secretary you have the rights to create self enrolment groups or manual groups. Only when you have established study groups, students can make use of the tools the teacher or course secretary has chosen.

There are two types of groups: '**Self-Enrol**' where students can enrol themselves in the groups you create, and '**Manual Enrol**' where you enrol students in the groups you create.

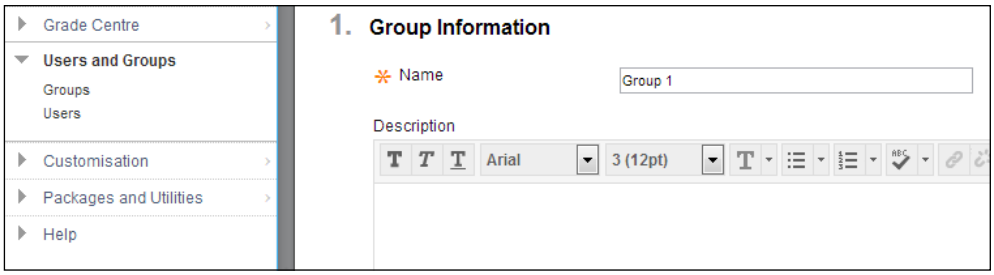
Go to the course in question in order to manage these groups. In the course menu to the left, expand the '**Control Panel**', expand '**Users and Groups**', and click '**Groups**'.



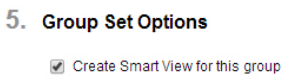
SELF-ENROL

In the 'Groups' section, hover over '**Create Single Group**' and select '**Self-Enrol**'.

1. Enter a name for the group and give it a description in the '**Description**' field.



2. Adjust the settings for '**Tool Availability**', eg. 'Discussion Board', 'File Exchange', 'Wikis', etc.
3. Enter a name for the 'Sign-up Sheet' and give instructions for students signing up. It is also possible to enter a '**Maximum number of Members**' if such a maximum exists.
4. Put a checkmark in point 5 '**Group Set Options**' to make a smart view in the Grade Center for easy access to the group's activities.

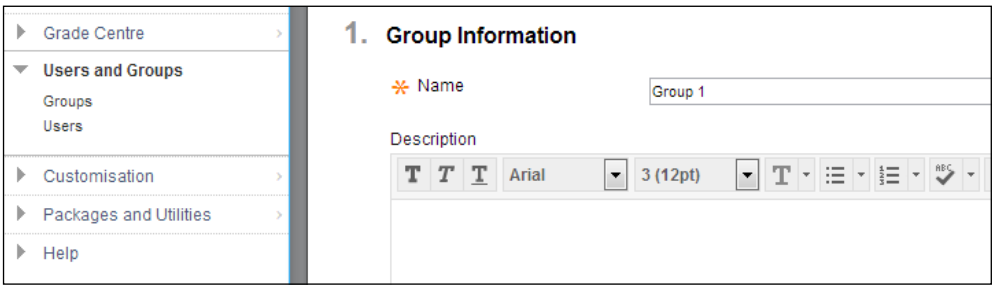


5. Click on '**Submit**' to create the student group. To access the group later, go to '**Users and Groups**' and click '**Groups**'.

MANUAL ENROL

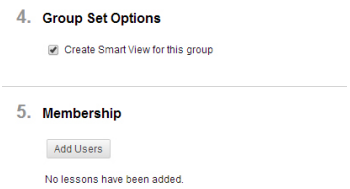
In the 'Groups' section, hover over the '**Create Single Group**' and select '**Manual Enrol**'.

1. Type a name for the group and give it a description in the '**Description**' field.



2. Adjust the settings for '**Tool Availability**', eg. Discussion Board, File Exchange, Wikis, etc.

3. Put a checkmark in point 4 '**Group Set Options**' to make a smart view in the Grade Center for easy access to the group's activities.



Click Submit to save the 'Self Enrol' or 'Manual Enrol' student group

4. Go to '**Membership**' and click '**Add Users**' to add students to the group. Click the **little triangle** to move the name from the '**Items to Select**' list to the '**Selected Items**' list. All students enrolled in the course can be added to the group.

5. Click on '**Submit**' to create the student group. To access the group later, click on '**Users and Groups**' and then click '**Groups**'.

CREATE GROUP SET

Another available feature is to create a set of groups all at once. With group sets, you select how many students should be in each group. This does not mean that no more or fewer students can be in a specific group. The number is used for calculating how many groups need to be created based on the provided number of students per group.

Manual enrol and Self enrol are available options for group sets as well, but there is a third feature, '**Random Enrol**'.

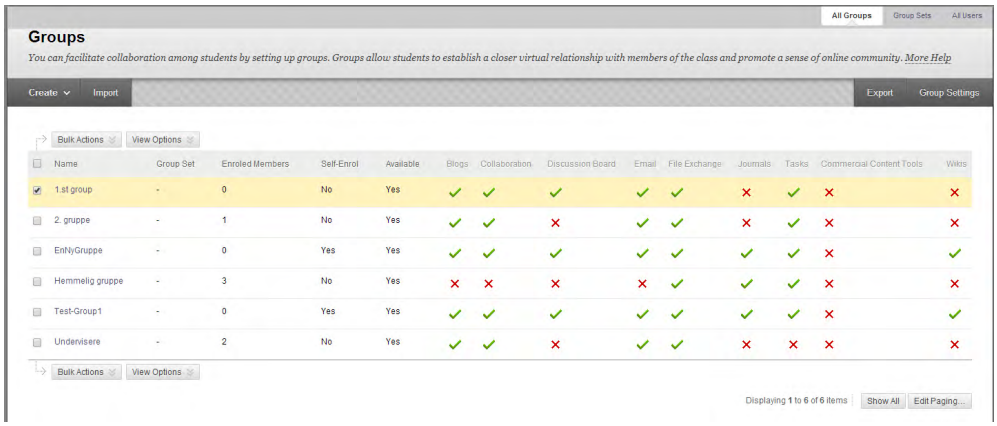
RANDOM ENROL

Students are automatically enrolled into groups. If you have 26 students enrolled in your course and want groups of 4 students each, Blackboard will randomly distribute enrolment of the 24 students in 6 created groups. The remaining 2 can either be given their own 7th group, or they can each be randomly enrolled in 2 of the 6 groups. How Blackboard handles these remaining students can be changed under '**4. Membership**'.

MANAGE GROUP SETTINGS

You can easily manage the groups' access to course tools:

1. Click on '**View Options**' and select '**Show Tool Availability**'.



2. You can give access to the different tools with a click in the relevant column.

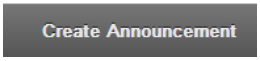
ANNOUNCEMENTS

Announcements can be created for all users of a specific course. When announcements are created, they appear on the '**My Institution**' page of the recipients. The students receive automatic notifications when new content is added if the student has chosen this in the notification center.

1. Click '**Courses**' in the horizontal menu at the top and select the course from which you want to send announcements.

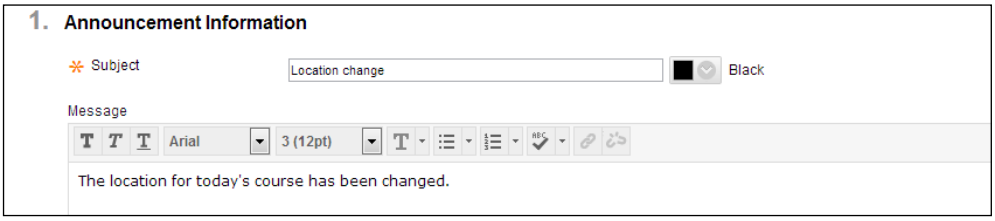
2. In the course menu to the left, expand the '**Control Panel**', then expand '**Course Tools**', and click '**Announcements**'.

3. Click '**Create Announcement**' in the upper-left corner.



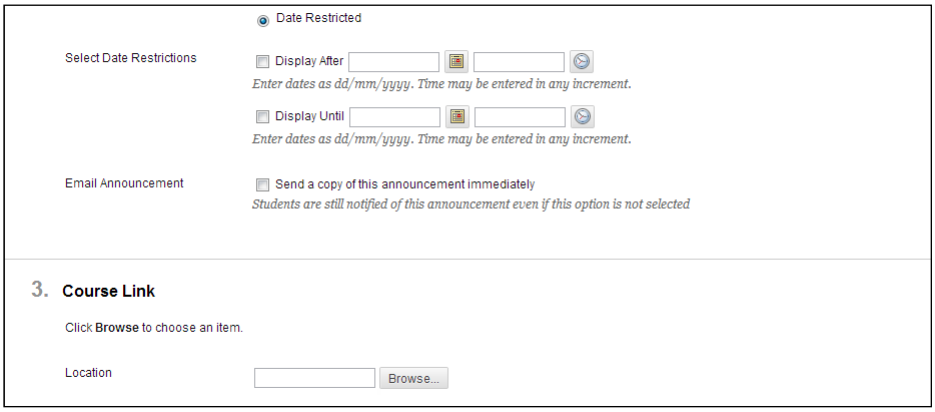
'Create Announcements' to send an announcement to all students enrolled in a course

4. Enter a '**Subject**' and a '**Description**' for the announcement.



5. Adjust settings for the announcements.

   - Set date restrictions if the announcement should only be displayed for a restricted period of time.


Date Restricted
Select Date Restrictions
Display After
Enter dates as dd/mm/yyyy. Time may be entered in any increment.
Display Until
Enter dates as dd/mm/yyyy. Time may be entered in any increment.
Email Announcement
Send a copy of this announcement immediately
Students are still notified of this announcement even if this option is not selected
3. Course Link
Click Browse to choose an item.
Location
Browse...

   - Check '**Email Announcement**' if you wish to send the announcement as an email notificaiton as well, cf. next chapter on sending emails.

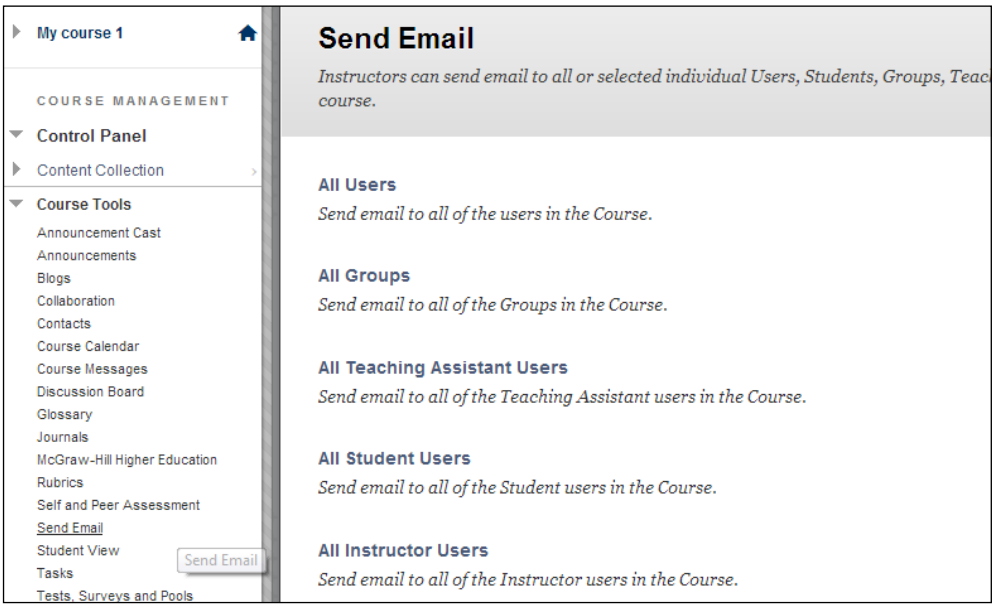
   - Click '**Browse**' to link to course material if necessary.

6. Click '**Submit**' to publish the announcement. The announcement will now be shown on the '**My Institution**' page for all course participants and sent as an email notification to students - unless they have opted out of email notifications.

SEND EMAIL TO ENROLLED USERS

Emails can be sent to different groups of a course, eg. all students enrolled, all student groups, all instructors or single users.

1. Go to the course from which you want to send emails.



2. On the '**Control panel**' to the left, expand '**Course Tools**' and select '**Send Email**'.
3. Select the recipient or the recipients of the email.
4. Type a subject to the email as well as a message and then click on '**Submit**'.

Compose email messages and send them out by clicking 'Submit'

- Send emails

  Please note that **the sender** must have a valid email address in before being able to send out emails in Blackboard - automatically provided for all staff and students.

- Receive emails

  Please also note that **the recipients** must have a valid email address in 'Edit Personal Information' before being able to receive emails in blackboard.

You can change the automatically provided emailaddress in the Global Navigation Menu in the upper right corner.

1. Click your name and click '**Personal Information**'.
2. Click '**Edit Personal Information**', and type your email address.
3. Click '**Submit**' to save changes.

GIVE OUT ASSIGNMENT

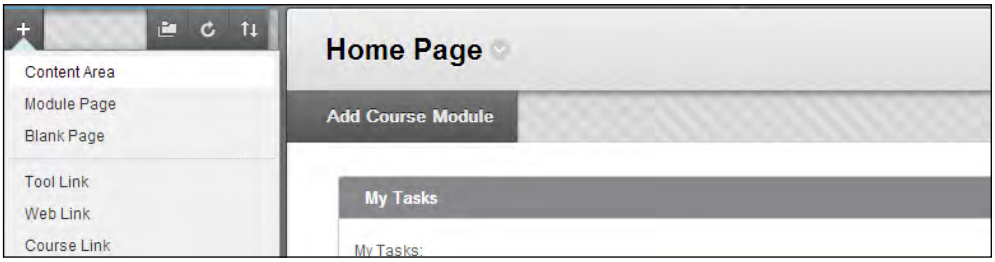
In order to create and distribute an assignment for a course, begin by going to the course in question. Click '**Courses**' in the horizontal navigation menu at the top and click the name of the course.

CREATE CONTENT AREA

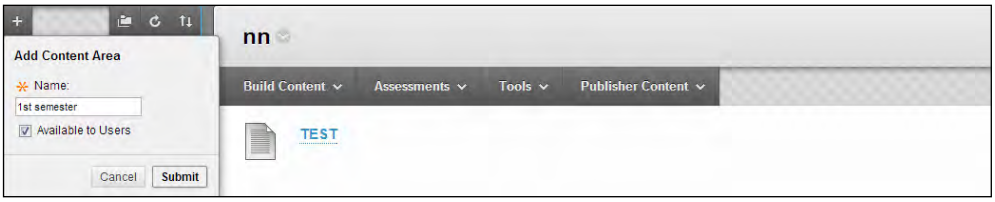
Add items to the course menu using the Add Menu Item option

All assignments created can be included in a 'Content Area'. This makes it easy to keep track of assignments that are related to a specific topic, semester, lecturer, etc.

1. Create the 'Content Area' for the assignment by clicking the '**Add Menu Item**' at the top of the menu, then click '**Content Area**'.



2. Name the '**Content Area**', for instance according to the time frame in which the assignments that are to be created are due. In this example, the 'Content Area' is called "1st semester". Check the box '**Available to Users**' and click '**Submit**'.



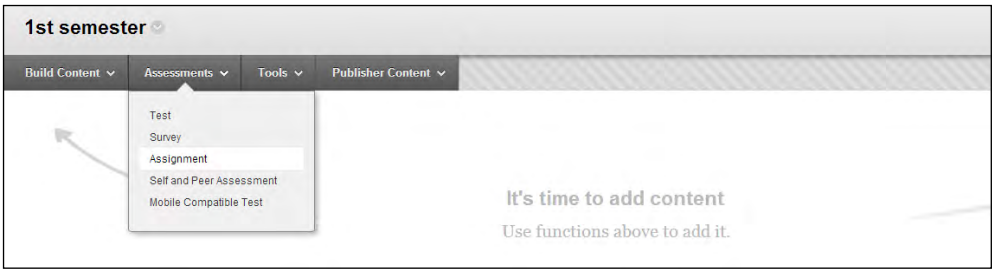
The 'Content Area' has now been created. All 'Content Areas' created within a specific course appear in the course menu to the left. The Content Area in this example, '1st semester', is located just above the '**Course Management**' menu. Click the name of the Content Area.

Two types of assignments can be made in the Blackboard content area, a Blackboard assignment and a Urkund assignment.

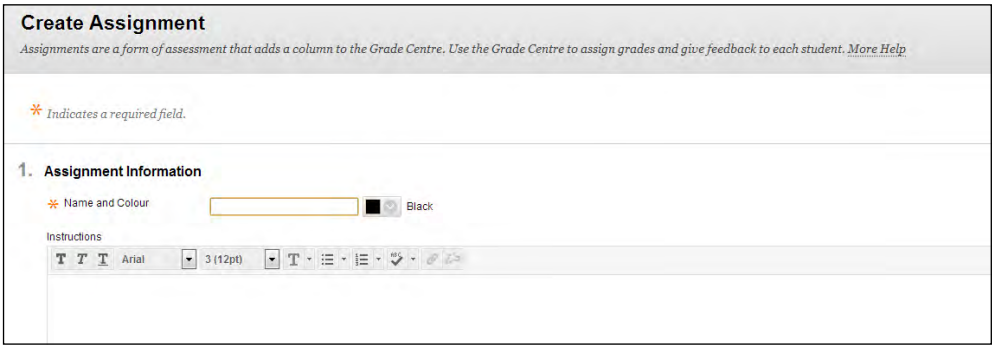
CREATE BLACKBOARD ASSIGNMENT

Both Blackboard and Urkund assignments are created from within the newly created Content Area.

1. To create a Blackboard assignment, click '**Assessments**' and select '**Assignment**'.

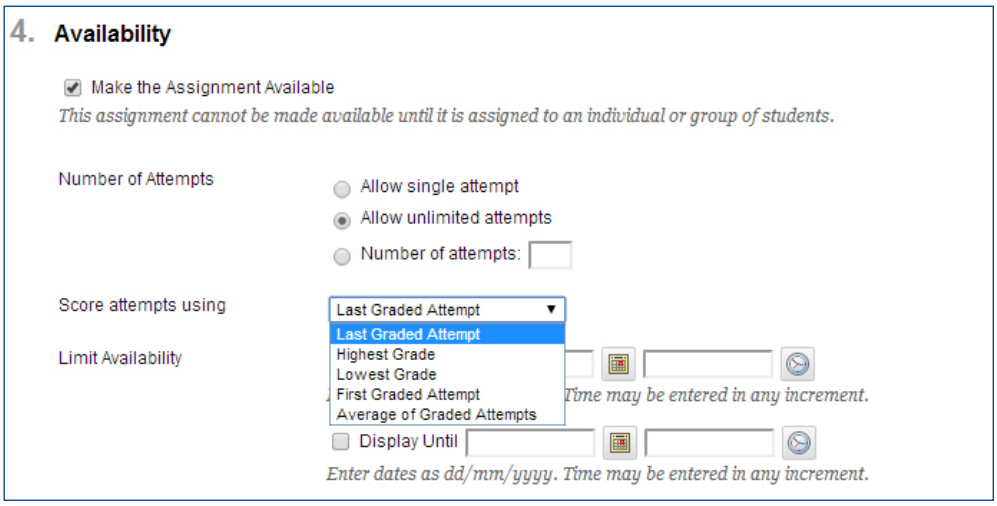


2. Create the assignment using the tools available. Begin by giving the assignment a name as well as instructions to students.


Create Assignment
Assignments are a form of assessment that adds a column to the Grade Centre. Use the Grade Centre to assign grades and give feedback to each student. More Help
Indicates a required field.
1. Assignment Information
Name and Colour
Black
Instructions
Arial
3 (12pt)

3. In '**Grading**', define the number of points possible for the assignment. Attach files to the assignment, set availibility dates, etc. If you do not want to use the character system you can write 0 in the field for points.

4. If you allow more than one attempt in point 4 '**Availability**' you can grade the attempt you want in the field '**Score attempts using**'


4. Availability
Make the Assignment Available
This assignment cannot be made available until it is assigned to an individual or group of students.
Number of Attempts
Allow single attempt
Allow unlimited attempts
Number of attempts:
Score attempts using
Last Graded Attempt
Last Graded Attempt
Highest Grade
Lowest Grade
First Graded Attempt
Average of Graded Attempts
Limit Availability
Time may be entered in any increment.
Display Until
Enter dates as dd/mm/yyyy. Time may be entered in any increment.

5. When the assignment is ready to be made available to students, click '**Submit**'.

6. The assignment is now created. To access it later, go to the '**Content Area**' in which the assignment was created.

7. Student assignment submissions can be seen in the course menu in '**Grade Center**' - '**Needs grading**' as well as in '**Full Grade Center**'.

CREATE URKUND ASSIGNMENT

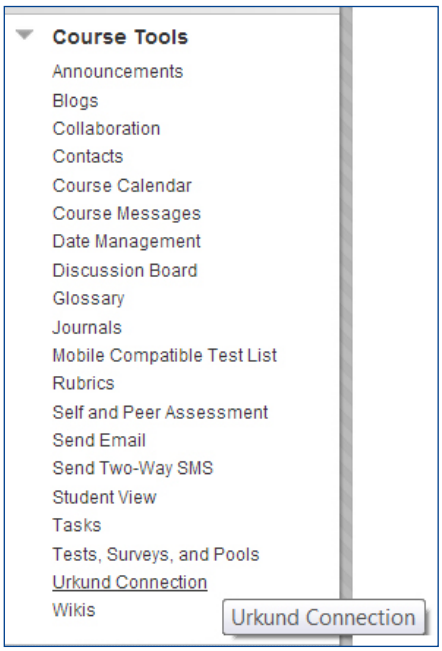
Prior to creating a Urkund-assignment you will need a Urkund account to receive documents and use the system. If you do not already have an Urkund account you can send an email to the Urkund Support at **urkundsupport.library@au.dk** stating your name, emailadress, telephone number and department.

Guides and help related to the use of URKUND are available here:

http://medarbejdere.au.dk/en/administration/it/it-at-the-main-academic-areas/it-at-school-of-business-and-social-sciences-bss/information/urkund/

When you have received your user account information you will have to register your account in Blackboard.

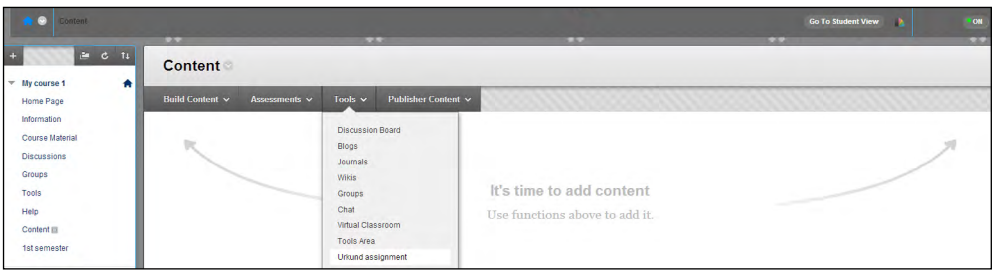
1. To do so, go to '**Course Management**' in your course and choose '**Course Tools**' > '**Urkund Connection**'.



2. Choose '**Register Urkund Analysis Account**' and type your Urkund account email address.
3. Click **OK**.

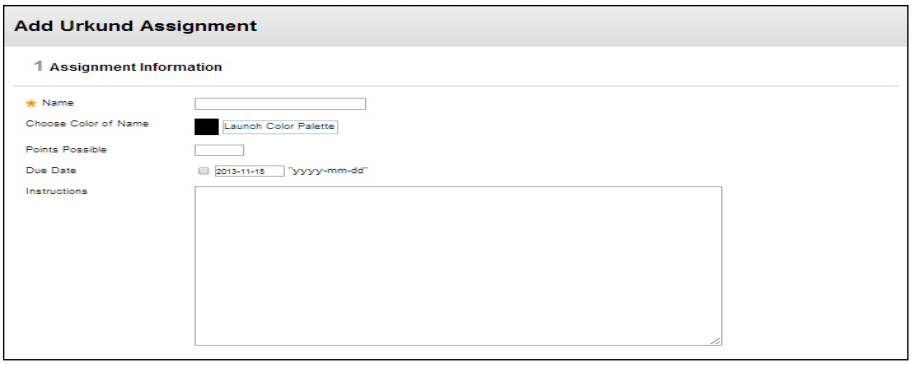
You can now create a Urkund assignment in Blackboard:

1. Go to the relevant Content Area, go to '**Tools**' in the horizontal menu at the top and select '**URKUND assignment**'.
2. Create the assignment using the tools available.

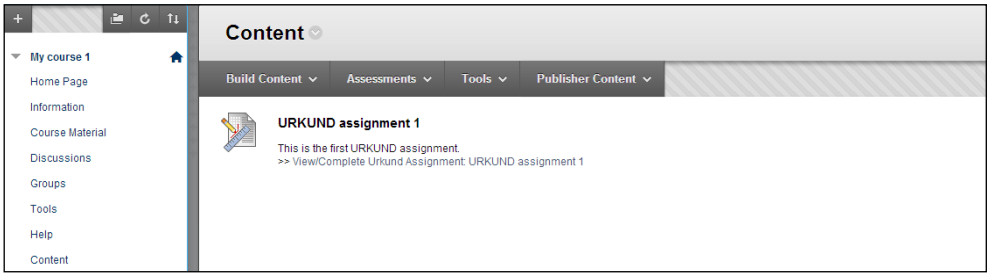


- Type a name, instructions and select a due date for the assignment.
- Attach files if necessary.
- Set availability dates for the assignment.

3. Click '**Submit**' to create the assignment.



4. Click '**OK**' to return to the assignment. The URKUND assignment is now created and available for users enrolled on the course.

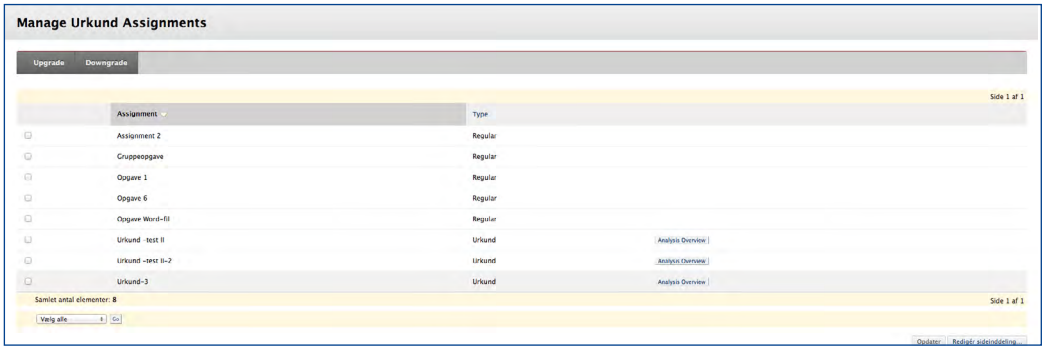


When students hand in their assignments you cannot access the assignment before Urkund has completed the plagiarism control - this might last up to 24 hours.

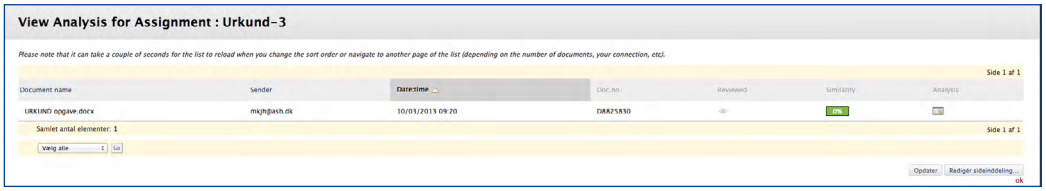
Other instructors in the course can access the Urkund assignments as well.

You will find the assignment in '**Urkund Connection**' in '**Course tools**'.

Click '**Manage Urkund Assignments in Course**'.

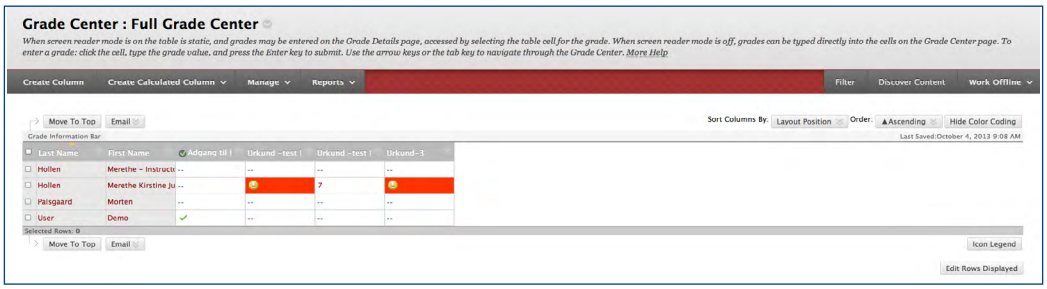


Click '**Analysis Overview**' for the relevant assignment:

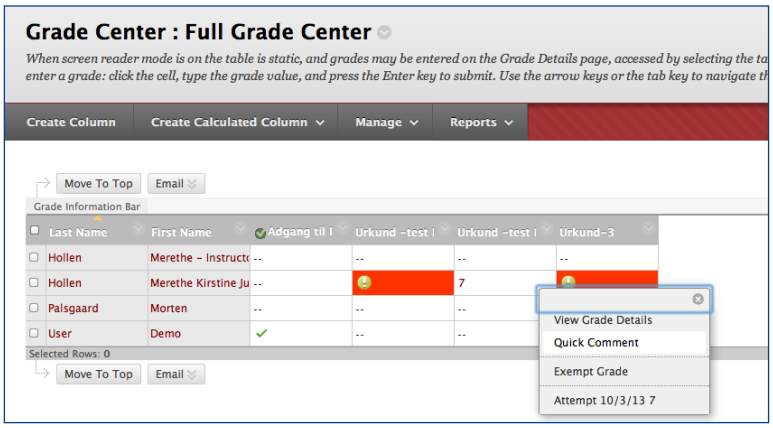

View Analysis for Assignment : Urkund-3
Please note that it can take a couple of seconds for the list to reload when you change the sort order or navigate to another page of the list (depending on the number of documents, your connection, etc).
Document name
Sender
Datetime
URKUND opgave.docx
10/01/2013 09:20
Samlet antal elementer: 1

Click the icon below '**Analysis**' to go to Urkund and see the plagiarism analysis result.

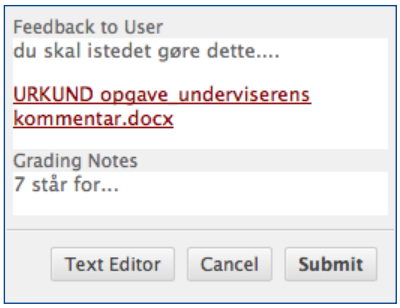
To give feedback or grade the assignment you should go to **Grade Center** > **Full Grade Center**:


Grade Center : Full Grade Center
When screen reader mode is on the table is static, and grades may be entered on the Grade Details page, accessed by selecting the table cell for the grade. When screen reader mode is off, grades can be typed directly into the cells on the Grade Center page. To enter a grade: click the cell, type the grade value, and press the Enter key to submit. Use the arrow keys or the tab key to navigate through the Grade Center. More Help
Create Column
Create Calculated Column
Manage
Reports
Filter
Discover Content
Work Offline
Move To Top
Email
Sort Columns By:
Layout Position
Order:
Ascending
Hide Color Coding
Grade Information Bar
Last Saved:October 4, 2013 9:08 AM
Last Name
First Name
Adgang til I
Urkund -test I
Urkund -test I
Urkund-3
Hollen
Merethe - Instructi
Hollen
Merethe Kirstine Ju
7
Palsgaard
Morten
User
Demo
Selected Rows: 0
Icon Legend
Edit Rows Displayed

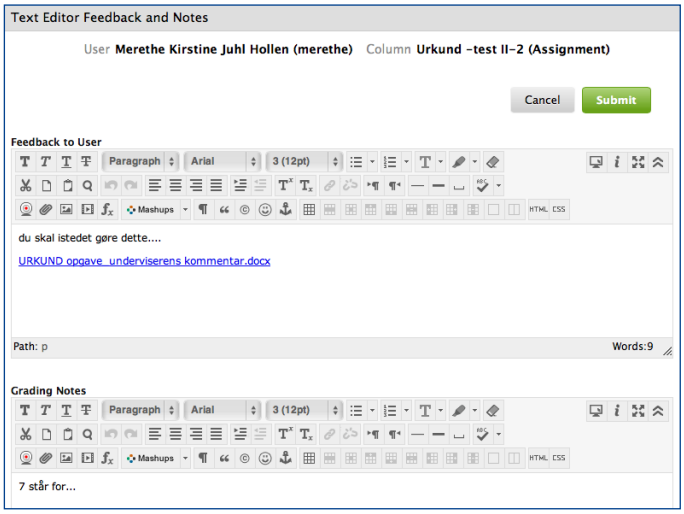
Type the grade value at the exclamation mark by the student's name, in this example the grade value 7. Then you can give feedback on the assignment by clicking the arrow opposite the grade value.



Choose '**Quick Comment**'.



You can type in a quick comment, or click '**Text Editor**' to have the possibility to upload comments e.g. if you have downloaded the assignment from Urkund or Blackboard and typed in your comments directly in the assignment.



GIVE FEEDBACK ON ASSIGNMENTS

The process of giving feedback is divided into parts. First off, we look at navigating to the assignment that should be assessed, and secondly, how to give the actual feedback on that assignment.

NAVIGATION

Navigating to the assignment:

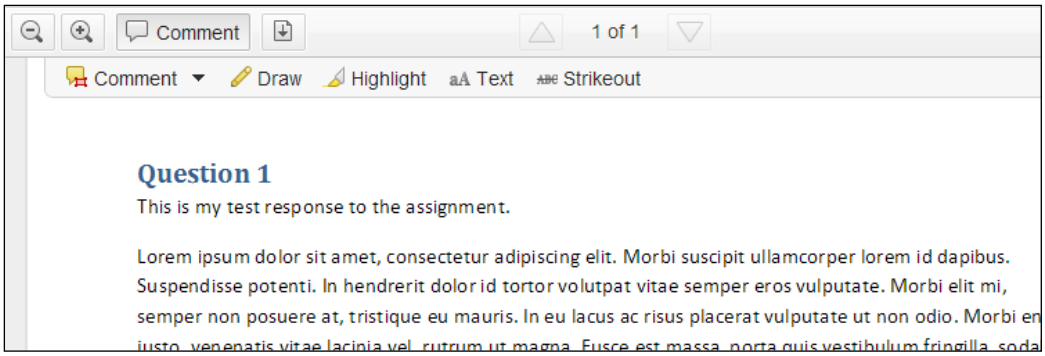
1. Go to the course containing the assignment that you wish to assess.
2. Expand the '**Control Panel**', go to '**Grade Centre**', and select '**Needs Marking**'.
3. Filter the assignments and attempts if necessary, eg. by a specific date or by selecting a certain student's hand ins.

Find students' assignments in 'Needs Marking' in the Control Panel's Grade Centre

4. Click the name of the student whose attempt is to be assessed. In this case, the student's name is '**Demo User**'.

FEEDBACK

When an assignment has been chosen, feedback can be provided using the tools in the menu above the text. The tools include e.g. making notes, highlighting or striking out text.


Comment
1 of 1
Comment
Draw
Highlight
Text
Strikeout
Question 1
This is my test response to the assignment.
Lorem ipsum dolor sit amet, consectetur adipiscing elit. Morbi suscipit ullamcorper lorem id dapibus.
Suspendisse potenti. In hendrerit dolor id tortor volutpat vitae semper eros vulputate. Morbi elit mi,
semper non posuere at, tristique eu mauris. In eu lacus ac risus placerat vulputate ut non odio. Morbi en

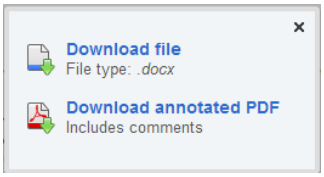
COMMENTS

The '**Comment**' drop-down menu holds three different commenting options.

- '**Point Comment**' inserts a mark anywhere in the document and attaches comments at this mark.
- '**Area Comment**' lets you draw a square in the document and comment about this square.
- '**Text Comment**' highlights a specified amount of text in the document and attaches comments to it.

To download the file for further editing, click the '**Download**' button next to the '**Comment field**'.

When comments have been added to the document, save as either .docx or .pdf format and the document can be uploaded.



When comments have been added to the document, it is possible to choose between .docx and .pdf formats

GRADING

Grade the assignment in the right column of the page.

To view and change the grade of the latest attempt, click the pencil icon to change the current attempt.

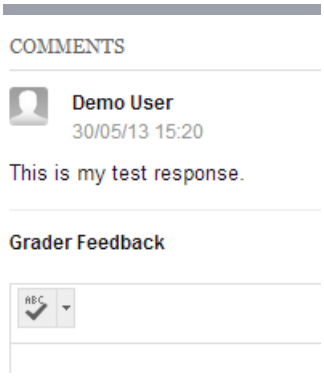
Click the '**Show Grading Notes**' icon in order to add notes to the grade.

STUDENT'S COMMENTS

The student's comments accompanying the assignment are shown under '**Comments**'.

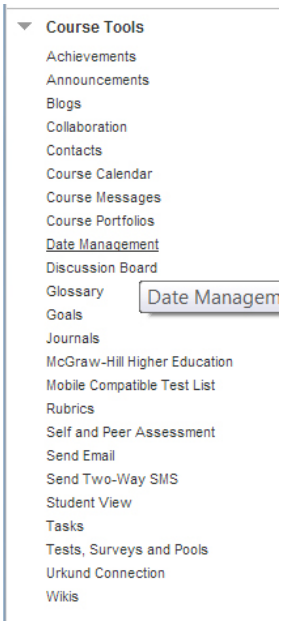
Give overall feedback to the student's attempt by using the '**Grader Feedback**' option.

When grades, comments and feedback have been given, click '**Submit**'.

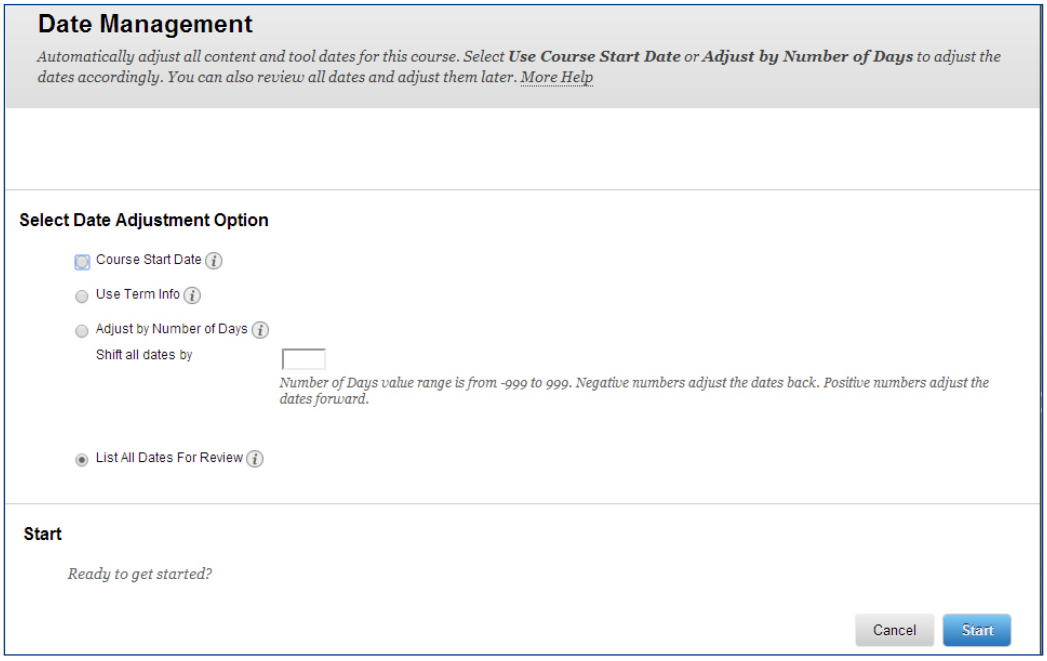


Form for giving overall feedback

DATE MANAGEMENT



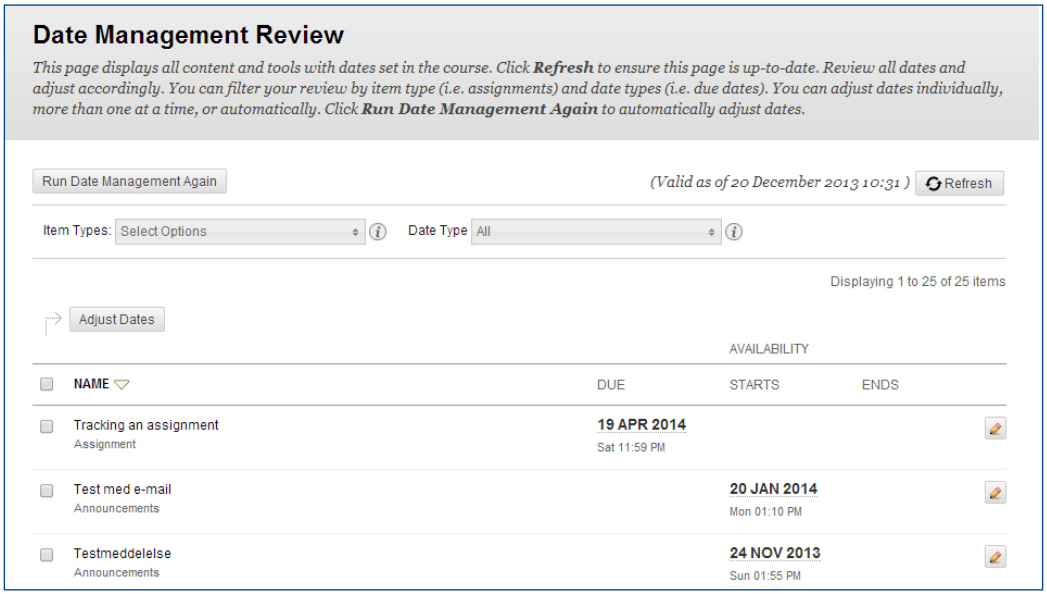
In the Date Management tool you get a general overview of the assignment due dates for all assignments and other activities created in the course and you will have the possibility to change due dates of the activities.


Date Management
Automatically adjust all content and tool dates for this course. Select Use Course Start Date or Adjust by Number of Days to adjust the dates accordingly. You can also review all dates and adjust them later. More Help
Select Date Adjustment Option
Course Start Date
Use Term Info
Adjust by Number of Days
Shift all dates by
Number of Days value range is from -999 to 999. Negative numbers adjust the dates back. Positive numbers adjust the dates forward.
List All Dates For Review
Start
Ready to get started?
Cancel
Start

The first time you use the date manaagement tool you will see this screen picture:

You can choose whether you will adjust by start date, term, by relevant dates. Make your choices and click '**Start**' to start the date management process. You will be notified of the status and progress of the process and receive an email when the process has completed.

When completed you will see the date management review where you can change due dates etc.


Date Management Review
This page displays all content and tools with dates set in the course. Click Refresh to ensure this page is up-to-date. Review all dates and adjust accordingly. You can filter your review by item type (i.e. assignments) and date types (i.e. due dates). You can adjust dates individually, more than one at a time, or automatically. Click Run Date Management Again to automatically adjust dates.
Run Date Management Again
(Valid as of 20 December 2013 10:31)
Refresh
Item Types: Select Options
Date Type All
Displaying 1 to 25 of 25 items
Adjust Dates
AVAILABILITY
NAME
DUE
STARTS
ENDS
Tracking an assignment
Assignment
19 APR 2014
Sat 11:59 PM
Test med e-mail
Announcements
20 JAN 2014
Mon 01:10 PM
Testmeddelelse
Announcements
24 NOV 2013
Sun 01:55 PM

If you put a checkmark next to Name all activities will be selected. Then click '**Adjust Dates**' to adjust all due dates together. If you click the pencil icon, you can adjust due dates individually.

ORGANISATIONS IN BLACKBOARD

Organisations in Blackboard provide the option to send information to all students of a certain year group or students who are signed up for a subject.

As a lecturer, using BSS Blackboard you are automatically enrolled in the following organisations:

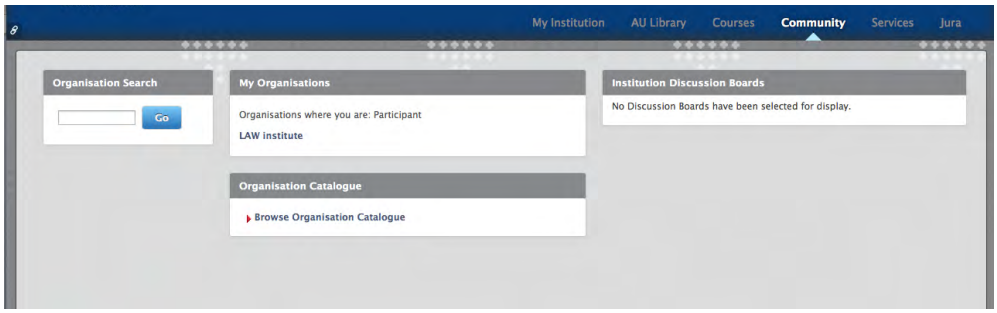
- Organisations for BSS
- Organisation for the department
- Organisation for your education (Bachelor and Master level)

Furthermore, students can join the organisation of a year group.

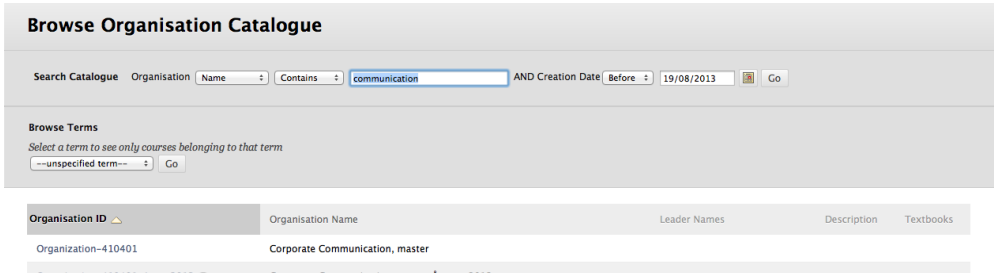
ENROL IN AN ORGANISATION OF A YEAR GROUP

Students will have to self enrol to the organisation of the year group they belong to. As a lecturer you do not have that option but may read the announcements.

1. Organisations are located in the menu "**Community**"



2. On this page you have the option to either use the search field to find an organisation or "**Browse the organisation catalogue**"



3. When you have found the relevant organisation click the name of it. Lecturers can read published announcements but cannot enroll in the organisation.

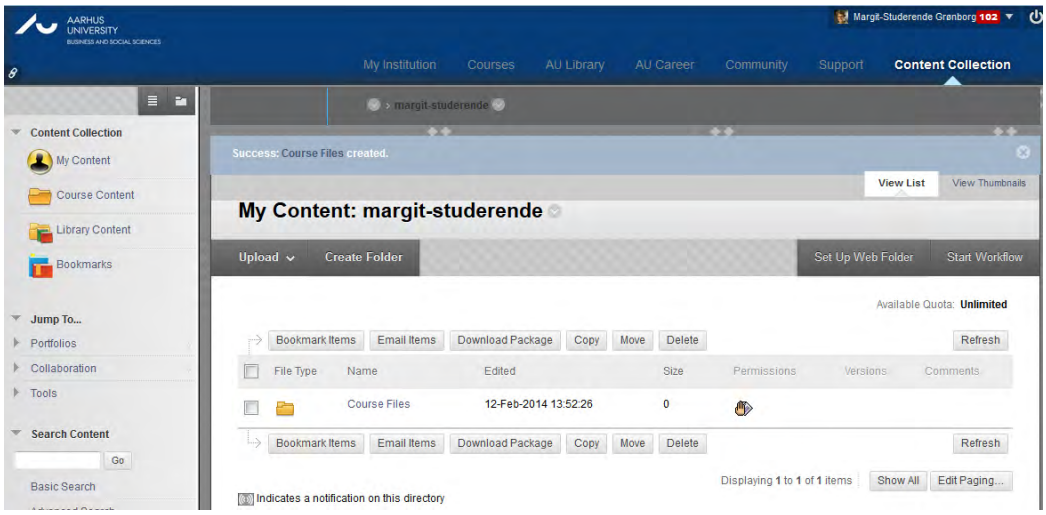
CONTENT COLLECTION

'The Content Collection is the central file storage for documents. When you upload files to your Content Collection you may want to link to these files from a course where you want to upload content to e.g. a folder. When content changes in the content collection, all links to the content are automatically updated. From the content collection you can also access documents across the courses that you are responsible for and it is therefore easier to handle and update course content continuously.

You can access your Content Collection from either the horizontal top menu or from the Control Panel of your courses.

MY CONTENT

In '**My Content**' you can administer your personal files and folders and you may create folders and upload files to them. The content will be organized in your folder structure and will not be tied to the structure of existing courses.



COURSE CONTENT

In Course Content you find the courses you teach. From here you can select a course and upload files or packages of files to a course.

UPLOAD FILES TO CONTENT COLLECTION

1. Click on the name of the course and hover with the mouse cursor over '**Upload**' and then select '**Upload Files**' or '**Download Package**' from the drop-down menu.
   Note: If you are asked to run a Java plugin, run it.
2. Click '**Choose file**' in point '**1 File information**' and chose the file to upload.
3. Select options and click '**Submit**' to upload the file.

The file has now been added to your Content Collection and you can link to it from your course folder.

Click on this icon to give permission to read your files

GIVE PERMISSIONS TO COURSE FOLDER CONTENT

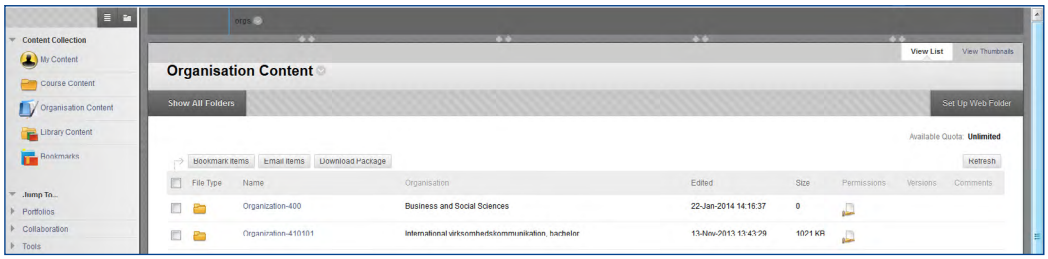
From the Course Content menu item you can control which users have the permission to change course content, or for instance whether students may download course content in a .zip-file. You can give permission to read all your content in '**My Content**' or single files and folders.

1. Hover over the relevant file and click on the little arrow that appear.
2. From the menu, select '**Permissions**'.
3. On this page you can give permissions to different users. Hover the mouse over a user name, click on the arrow that appears and select '**Edit**' or '**Delete**'.
4. If you select '**Edit**' you can adjust the permissions of a given user.
5. To give permissions to a user within the course, click on '**Select Specific Users**'.
6. Browse for a specific user and give the specific rights within the course.

You may assign permissions to individual users and groups of users concerning an entire course. If you wish all students in a course to have the option of accessing a folder with e.g. all literature of a course or may be have the possibility to upload files to the folder, you may edit the rights here. Read more about creating an upload folder for students on "Upload-folder for students" on page 20.

ORGANISATION CONTENT

Here you find uploaded content from the organisations you are enrolled in. Files will only be visible if they have been shared with members of the organisation.



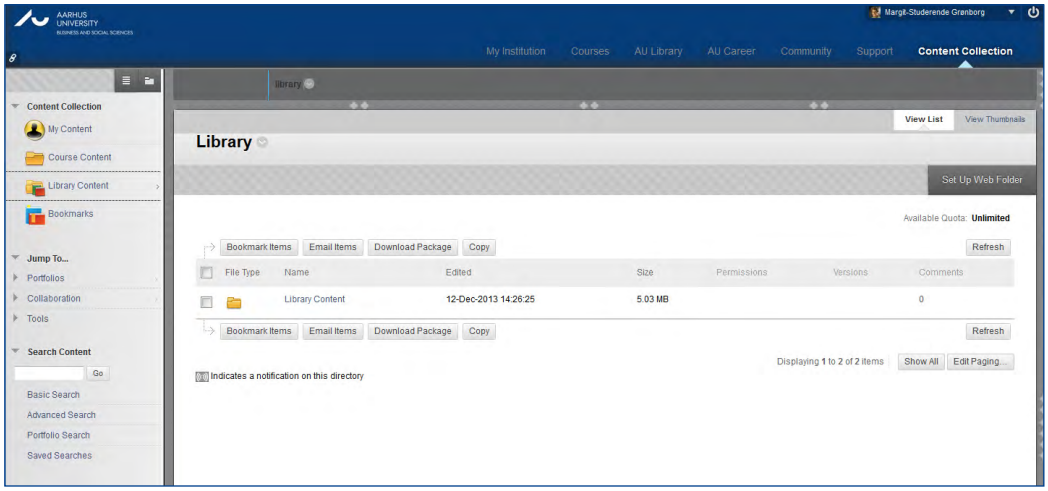
LIBRARY CONTENT

Here you find the documents which have been uploaded by AU Library.

You can browse through the folders and for instance download files that AU Library has uploaded.

Download Package

Click on Download Package to download Library Content



BOOKMARKS

In '**Bookmarks**' you can add bookmarks to files or folders that you wish to have easy access to.

When you create a bookmark for a file for instance, the bookmark will be saved in this menu. Thereby, you can access a file which is located deep down in a folder structure by adding a bookmark to the file.

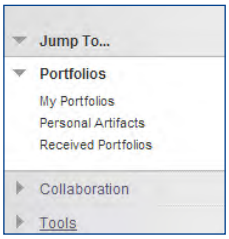
CREATE BOOKMARK FOR A FILE OR FOLDER

1. Go to '**Bookmarks**' and click '**Create Bookmark**'
2. Type a bookmark name so that you can recognize it afterwards, and click '**Browse**'.
3. Now you can browse through all folders in your **Content Collection** and find the file you wish to create a bookmark for. Select the file and click '**Submit**'.
4. Click '**Submit**' again and the bookmark will now be created and saved in the **Bookmarks** section. When you click the bookmark it corresponds to clicking the actual file. In this instance the file will be downloaded to your computer.
5. You can also create a bookmark that will send you to a specific folder by marking a folder in stead of a file.

PORTFOLIO

Electronic Portfolios allow you to collect, display and share information online. The Blackboard portfolio tool is a part of the Content Collection, and gives you the option to collect and organize your files and other digital content. A portfolio appears like a home page to single users or groups of users. Creators can give other AU Blackboard users access to their portfolio as well as export one for offline view.

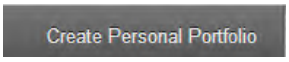
MY PORTFOLIOS



Before creating a portfolio, you have to consider the structure of it. Consider which areas or subjects you would like to highlight, and make sure that each area or subject has sufficient supporting material such as personal objects etc. (will be described later in this section).

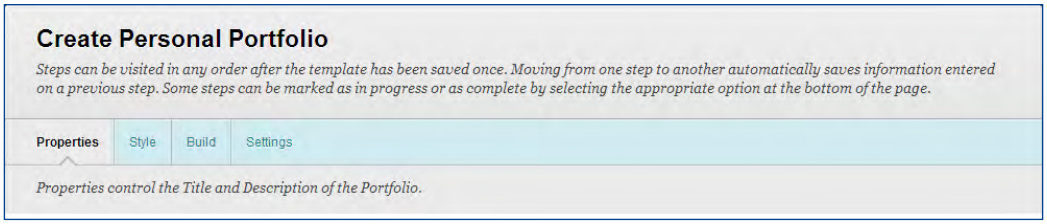
Creating a portfolio is done by a series of steps, where you add pages and personal artifacts, that link to the Content Collection. Personal artifacts can be made while creating a portfolio or you can reuse existing artifacts.

CREATE PERSONAL PORTFOLIO



Click **My Portfolios** and the button '**Create Personal Portfolio**'.

In creating a portfolio you go through these four steps (in the index tabs at the top): Properties, Style, Build, Settings.

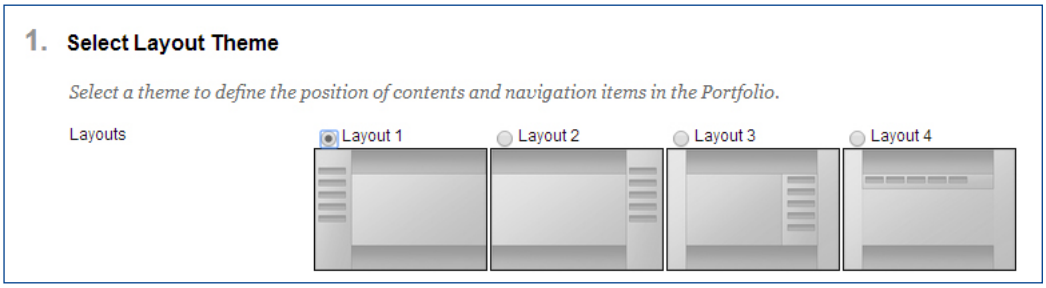

Create Personal Portfolio
Steps can be visited in any order after the template has been saved once. Moving from one step to another automatically saves information entered on a previous step. Some steps can be marked as in progress or as complete by selecting the appropriate option at the bottom of the page.
Properties
Style
Build
Settings
Properties control the Title and Description of the Portfolio.

Properties

Provide a title and a description of the portfolio, then click '**Save and Continue**' to go to the next step.

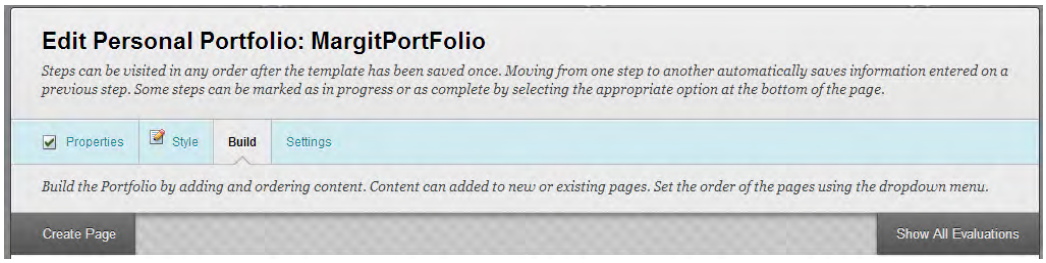
Style

When designing the portfolio style you have the option of selecting between different layouts, backgrounds and fonts. End by clicking '**Save and Continue**' to go to the next step.


1. Select Layout Theme
Select a theme to define the position of contents and navigation items in the Portfolio.
Layouts
Layout 1
Layout 2
Layout 3
Layout 4

Build

In this step you can add or edit portfolio header and footer and add pages. You can add artifacts on the pages that you have created. The pages can be reodered afterwards by using the drag and drop function.


Edit Personal Portfolio: MargitPortFolio
Steps can be visited in any order after the template has been saved once. Moving from one step to another automatically saves information entered on a previous step. Some steps can be marked as in progress or as complete by selecting the appropriate option at the bottom of the page.
Properties
Style
Build
Settings
Build the Portfolio by adding and ordering content. Content can added to new or existing pages. Set the order of the pages using the dropdown menu.
Create Page
Show All Evaluations

1. Click '**Create Page**'.
2. Provide a title
3. Click '**Create New Artifact**' to create an artifact and add it to the page. You can either type text in the description field or click '**Browse My Computer**' to attach a local file or '**Browse Content Collection**' to attach an element from your Content Collection.
4. Click '**Save and Continue**' to go to the last step.

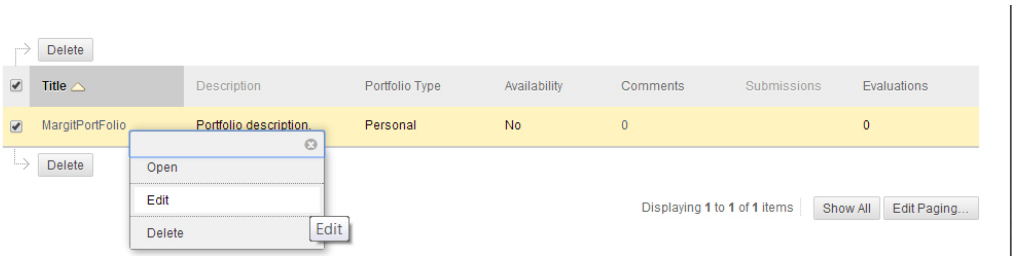
Settings

From the Settings tab you select the portfolio status. Select '**Complete**' and '**Available**' if the portfolio is finished and ready to display to users.

Click 'Submit' to end the creation session.

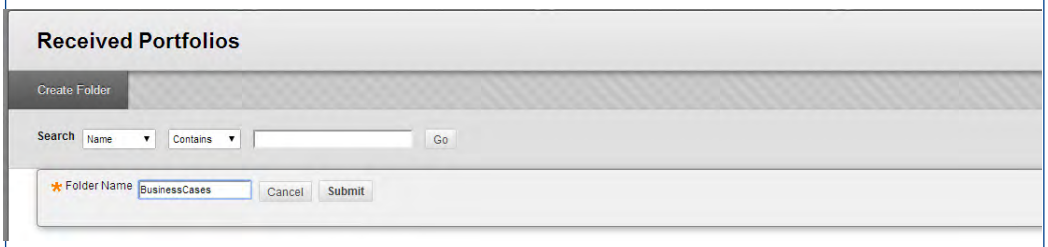
Your portfolio now appears under '**My Portfolios**'. Click to open the portfolio.

If you wish to edit the portfolio you hover over the name and click on the small arrow that appears beside the title and click '**Edit**'.



RECEIVED PORTFOLIOS

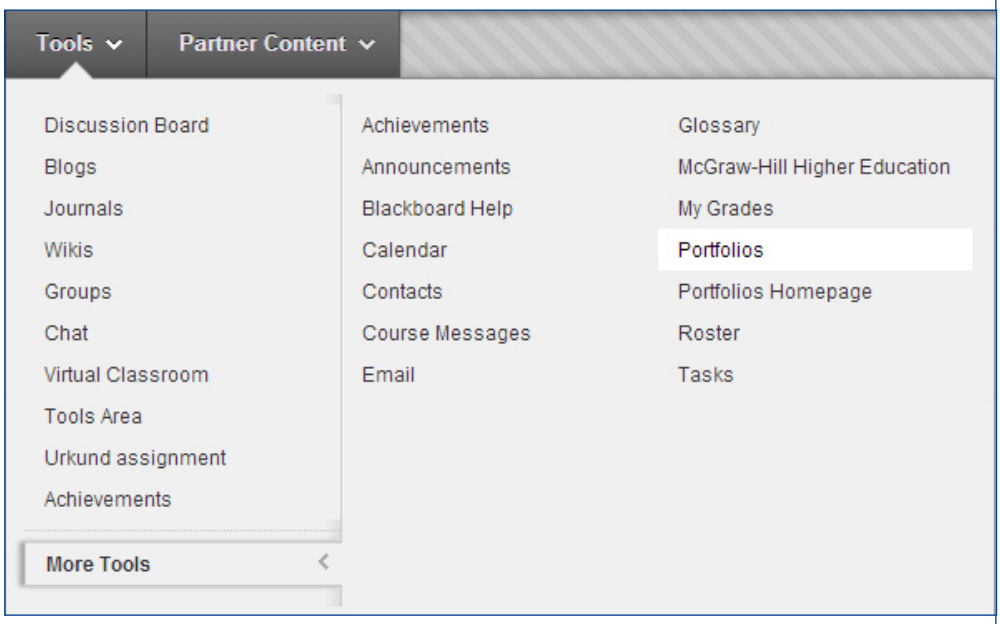
Portfolios shared with you are listed in the item '**Received Portfolios**'. You may organise the portfolios in folders: click '**Create Folder**' to make new folders.



USE PORTFOLIOS IN A COURSE

As a teacher you can create a course portfolio in the same way as you create an assessment in your course.

1. Go to the relevant course
2. Go to a content area and click '**Tools**'



3. Select '**Portfolios**' to get an overview of the shared portfolios.
4. In the '**Portfolios Homepage**' you see a list of your own and received portfolios.

COLLABORATION

You can create a workflow model or a working process with a series of tasks, the order of succession and persons and documents associated with the workflow.

Users can receive emails about assignments etc., from processes in which they participate, if for instance a task has been assigned to them.

Workflows are controlled in a workflow model which is a kind of template for workflows consisting of mile stones and predefined tasks. This makes it easy to create more workflows based on one model.

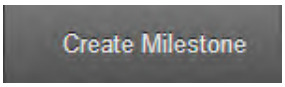
Workflow models can be shared with others, and is intended as an optimizing tool. It can be used as a collaborating tool for students doing large scale group assignments.

CREATE A WORKFLOW MODEL

You create workflow models in the item '**Design Workflow Models**'. In the same screen display you find a list of already made workflow models. Alternatively you click '**Create a Workflow Model**'

1. Click '**Design Workflow Models'** in the lefthand menu and click '**Create Model'**.
2. Type a name for the model.
3. Type an optional description of the model in the instruction field.
4. Define the suitable **Action Status Labels**.
5. Click '**Browse Content Collection**' to link to a file
6. Tick to add permissions for each file.
7. Click '**Submit'** to finish.

CREATE MILESTONE



Workflows consist of milestones, each made up of one or more actions.

1. Click '**Create Milestone**'.
2. Type a name for the milestone.
3. Type an optional description.
4. Select the appropriate in point 2 '**Milestone to Repeat if Blocked**', either:

   '**No Action**' to stay at the milestone. The workflow cannot continue beyond this milestone, but other actions connected to the milestone can be performed, or

   '**Go to Milestone**', this will force the workflow back to an earlier specified milestone, if the present milestone fails.

5. Click '**Browse Content Collection'** to link content items to the milestone. Repeat to add more files from **Content Collection**. Add user permissions for each file by ticking the relevant permission boxes, Read, Write, Remove, Manage.
6. Click '**Submit and Add Action**' to add an action to the milestone or '**Submit and Finish**' to return to the Model Design page.

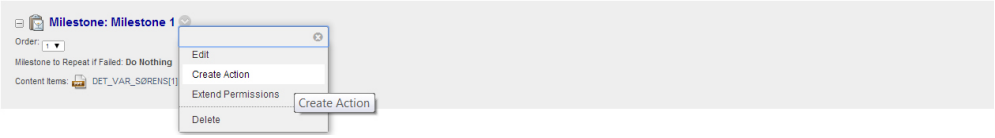
   Note: at least one action must be added to a milestone, see below how to create actions.

CREATE ACTION

Actions are the individual tasks that make up the workflow and are part of a milestone. Actions are the method for assigning tasks to users or group of users. Workflow designers can add actions to the workflow model in designing the workflow or when it is in progress, provided that the action is added to a milestone that has not been started.

A model is not complete and cannot be started until it includes at least one action.

1. To create an action hover over the name of the appropriate milestone and click the small arrow that appears. Click '**Create Action**'.



2. Type a name in the **Name** field, and an optional description in the **Description** field.
3. Determine whether or not the action is required.
4. State an deadline (optional).
5. Assign the action to a person or a course by clicking '**Browse**' and select **Approval Type**. Note: the action will fail if a any user marks the action as not approved,
6. Click '**Browse Content Collection**' to link a file to the action.
7. Click '**Submit**' to proceed.
8. Repeat this to add more actions to the milestone.

MY WORKFLOW PROGRESS

From this menu option you get a list of workflows you are a part of. The list provides a summary of workflows and you can change between list of actions or list of workflows. Switch between the two by clicking the buttons '**Workflows**' or '**Actions**' in the upper right corner or from the **To Do List** in the lefthand menu.

EMAIL

From the email item you can send emails directly from the Blackboard-page.

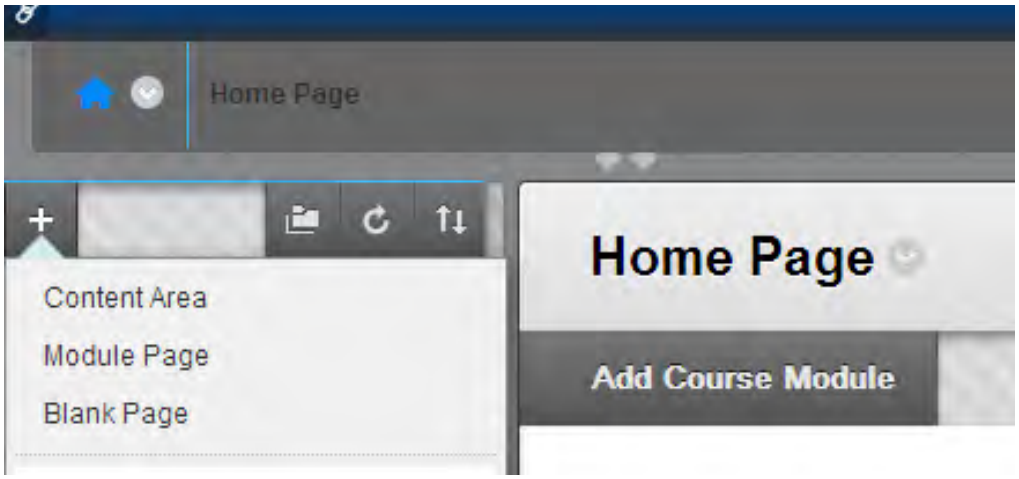
ADD MENU ITEMS

This section explains how to add various items to the course menu and how to customize it visually.

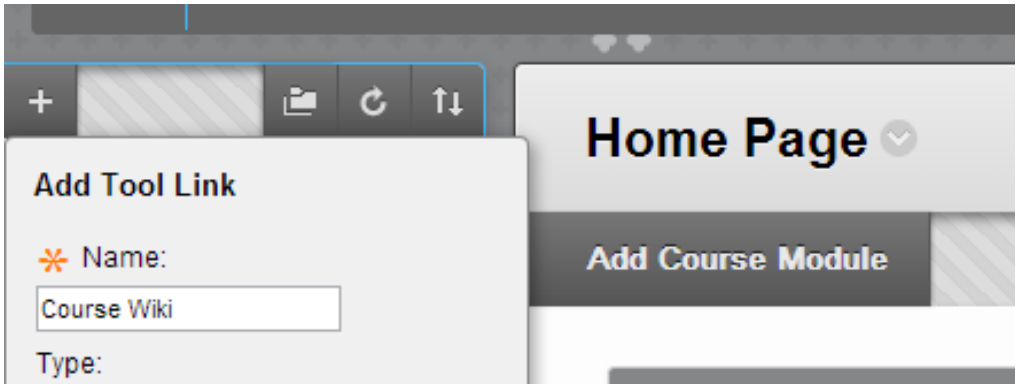
ADD TOOL LINK

Blackboard features a variety of tools. To give students easy access to a tool, add a direct link to it in the course menu.

1. Click the little **plus sign** at the top of the course menu.



2. Click on '**Tool Link**'.
3. Enter a name. This is the text that makes out the clickable link.



4. Select the tool that you want to link to from the drop-down menu.
5. Check off '**Available to Users**' – or else only you can see the link and the students cannot.
6. Click '**Submit**'.
7. The link should now appear in the menu.

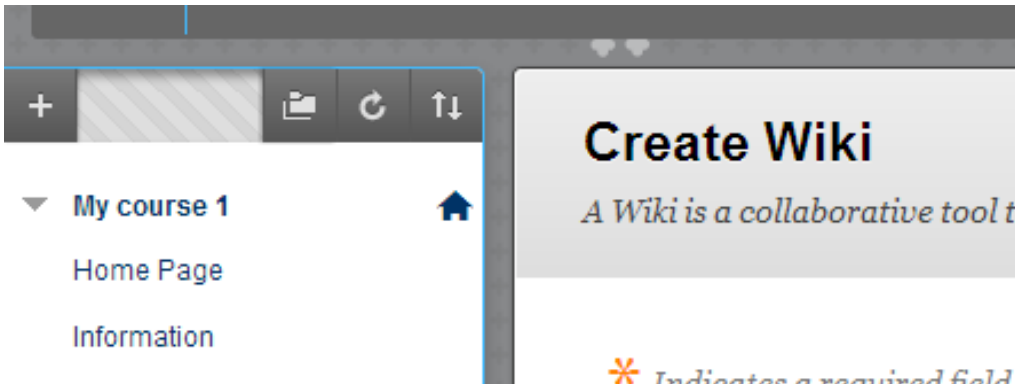
REPOSITION A MENU ITEM

In order to organize the links displayed in the course menu, you can move them to a different location. Use the mouse cursor to hover over any menu item. To the far left, a little up and downward pointing arrow should appear. Click and hold down the mouse button while you move the mouse up or down to drag the menu item to a different place on the menu.

ADD SUBHEADER

In order to organize the course menu, use subheaders to categorize the displayed links. A subheader is merely a line of bold text.

1. Click the little **plus sign** at the top of the course menu.
2. Click on '**Subheader**'.



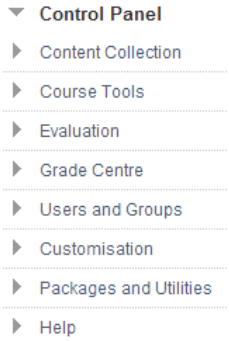
3. Enter a name for the subheader. This is the text that is highlighted in bold.
4. Click '**Submit**'.
5. Reposition the subheader if necessary.

ADD DIVIDER

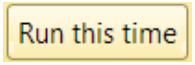
In order to organize the course menu, use dividers to mark a logical division of the course menu.

1. Click the little plus sign at the top of the course menu.
2. Select "**Divider**".
3. Move the divider to the position you want.

CONTROL PANEL



The Control Panel holds a variety of tools for course management



Allow Java (TM) to run in order to upload files to Blackboard.

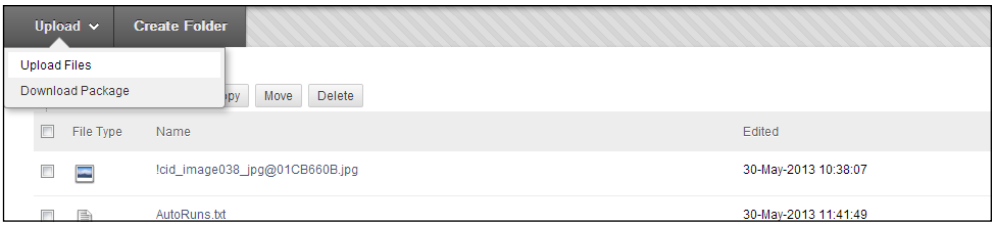
The Control Panel holds all tools and options necessary for lecturers to manage their courses. These tools and options are briefly presented in this section and, wherever possible, references are made to other sections in this guide where the task in question is explained in more detail.

CONTENT COLLECTION

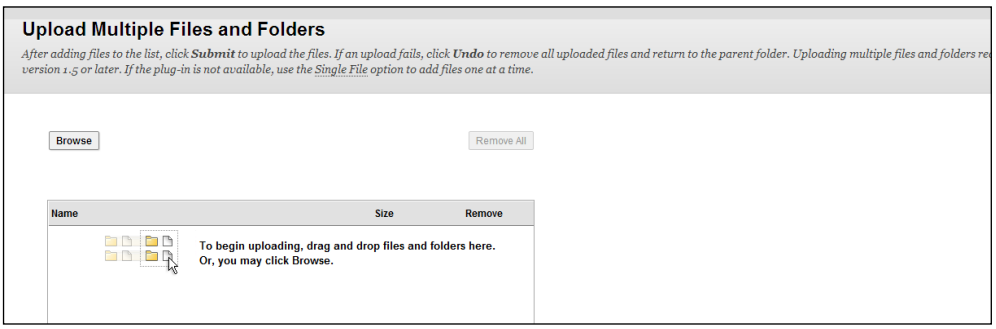
Content collection is the central file storage for documents. When you create content in your course, you may want to link to documents in the content collection instead of creating the document directly by the course content. When content changes in the content collection, all links to the content are automatically updated. From the content collection you can also access documents across the courses that you are responsible for.

UPLOAD FILES TO CONTENT COLLECTION

1. Go to the course in question, expand '**Content Collection**' in the control panel to the left and click the name of the course. To upload a file, hover with the mouse cursor over '**Upload**' and then select '**Upload Files**' from the drop-down menu.



Note: If you are asked to run a Java plugin, run it.

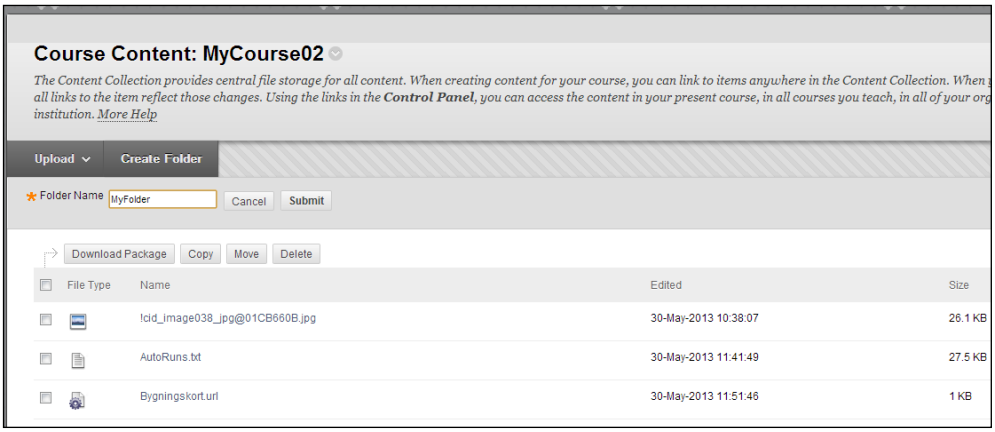


2. You can drag and drop files and folders to the upload window that appears. Click '**Submit**' to upload the files and folders.

3. You can also click the '**Browse**' button and browse to the files to upload.

4. Select the files you want to upload, and then click '**Open**'.
Note: If a security related warning box requests to "block potentially unsafe components from being run", click 'No'.

5. Repeat steps 2, 3 and 4 if you want to upload more files.
6. Adjust the settings (eg. lock, comment, version-and language settings) under '**Select Options**'.
7. When finished selecting files, click '**Submit**'.
8. All your files now upload to Blackboard and should appear on the list of files in the '**Content Collection**'.



In the same way you can upload ZIP-files that can be downloaded from Blackboard and unzipped on your computer. To do this, go to '**Upload**' and click on '**Download Package**'.

FILE MANAGEMENT

CREATE FOLDER

Organise your files in folders.

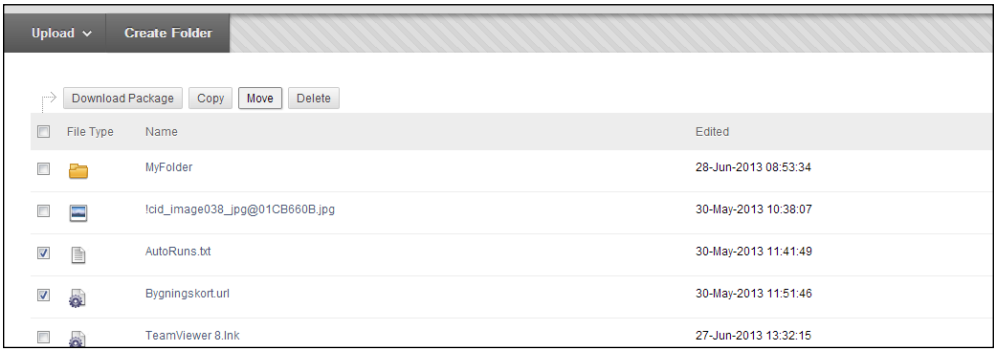
Create folders to manage your files in 'File Management'

1. Click on '**Create Folder**'.
2. Enter a '**Folder Name**', and then click on '**Submit**'.

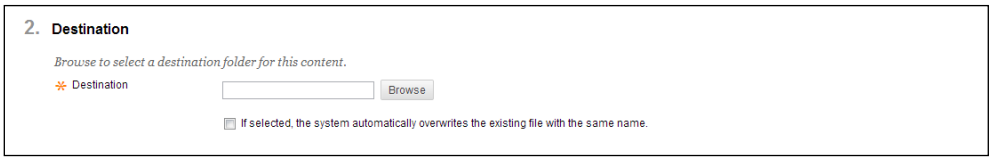
MANAGE DIRECTORY

To perform an action on folders or files, select it by putting a check mark in the little boxes to the left of the File Type icons, then click on one of the options. Here is an example of how to move files into a specified folder:

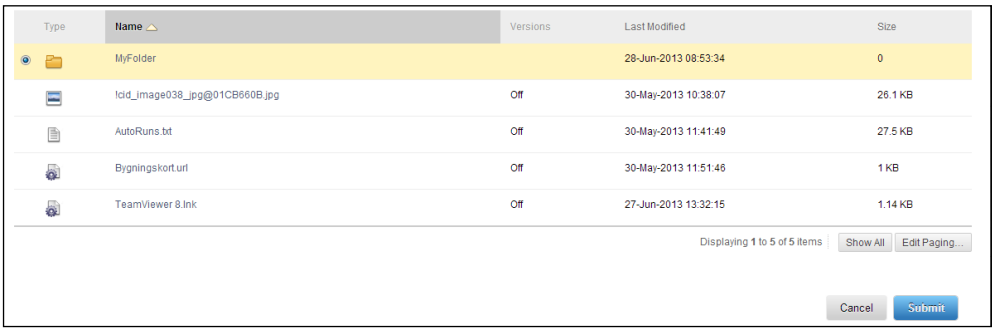
1. Select the files to move.
2. Click '**Move**'.



3. In '**2. Destination**', click on '**Browse**'.

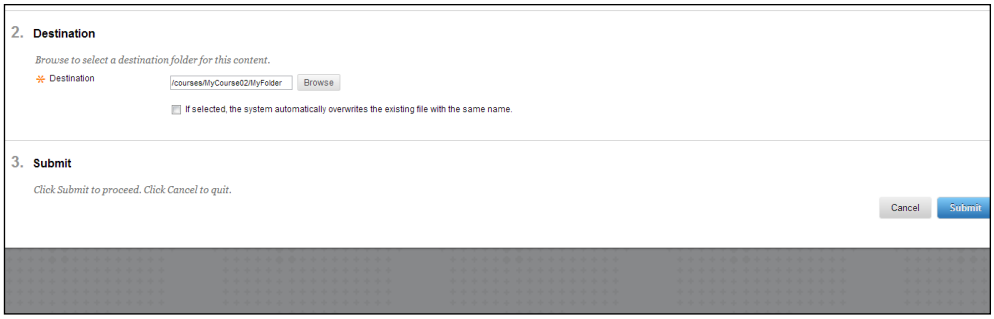

2. Destination
Browse to select a destination folder for this content.
Destination
Browse
If selected, the system automatically overwrites the existing file with the same name.

4. Select the folder to move the files to. In this example, there is only one folder, and only one option.



5. Click '**Submit**'.

6. Click '**Submit**' again in the windows you return to.



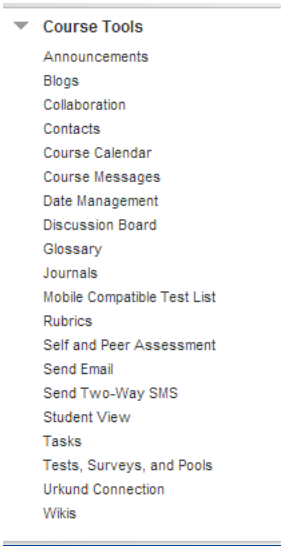
COPY FILES FROM OTHER COURSES

It is possible to copy files and folders from one course to another. This is demonstrated in detail in "Copy Several Files" on page 19. The procedure is briefly described here.

Copy and move files and folders in 'Content Collection'.

1. In the '**Content Collection**' in the course menu to the left, click '**All Courses Content**'.
2. Click on the folder that has the name of the course you wish to copy files from.
3. Select the files you want to copy.
4. Click on '**Copy**'.
5. Under '**Destination**', click '**Browse**'.
6. Click on the upward pointing arrow to navigate to the parent folder (backwards one level in the directory hierarchy).
7. Select the course you want to copy the files to, and then click '**Submit**'.
8. Click '**Submit**' again on the page you return to.

COURSE TOOLS



Access 'Course Tools' from the Control Panel

From the '**Course Tools**' menu, you can perform a wide variety of actions. These are all decribed in more detail in other sections of this tutorial.

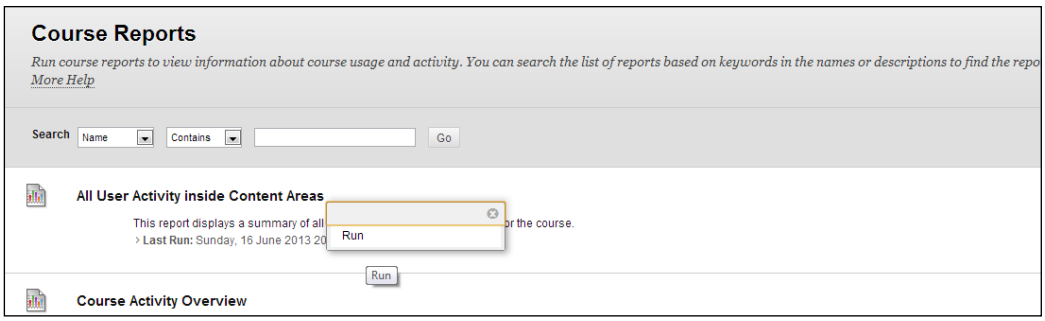
- **Announcements**: New Announcements appear directly below the repositionable bar but can be dragged to new positions. Move priority announcements above the repositionable bar to pin them to the top of the list and prevent new announcements from superseding them. The order shown here is the order presented to students. Students do not see the bar and cannot reorder announcements. Announcements are covered in more detail in "Announcements" on page 32.
- **Blogs**: Blogs are an open communications tool for students to share their thoughts. Blogs are covered in more detail in "Create and Use Blog" on page 63.
- **Collaboration**: Set up a chat room in which you can chat with students or students can chat with each other.
- **Contacts**: Manage your contacts.
- **Course Calandar**: Works just like your personal calendar. What is added to a course calendar is visible in the respective personal calendars of each user enrolled in the course.
- **Course Messages**: Course Messages are private and secure text-based communication that occurs within a course and among course members. Although similar to email, users must be logged into the course to read and send messages.
- **Discussion Board**: Lists every discussion board, including those that are specific to groups. Discussion boards are covered in more detail in "Create and Use Discussion Board" on page 67.
- **Glossary**: Explain main terms of the subject matter, or make keywords and their definitions available to students.
- **Journals**: A Journal is a self-reflective tool for students. Only the student and the instructor are able to add comments to journal entries. However, journals can be made public by the instructor, so that all enrolled users can read all entries made to the journal topic. Group journal entries can be read by all group members and the instructor.
- **Rubrics**: A rubric lists evaluation criteria for an assignment. Rubrics can help students organise their efforts to meet the requirements of an assignment. Instructors can use rubrics to explain their evaluation criteria to students.
- **Send Email**: Instructors can send email to all or selected individual users, Students, Groups, Teaching Assistants, Instructors or Observers. From a Blackboard Learn course, email cannot be sent to anyone who is not a member of the course.
- **Student View** is a feature that lets teachers see how their course looks when a student visits the course pages. Clicking 'Go to Student View' in the upper right corner will also activate this feature.
- **Tasks**: Create tasks for the students to perform. Created tasks show up on students' 'Notifications Dashboard'.
- **Urkund Connection**: Perform Urkund Analyses on student assignments. URKUND is covered in more detail in "Create URKUND Assignment" on page 36.
- **Wikis**: A wiki is a collaborative tool that allows students to contribute and modify one or more pages of Course-related material. Wikis are covered in more detail in "Create and Use Wiki" on page 65.
- **Date Management**: gives a teacher or course administrator the possibility to efficiently manage all assignment submission dates in one place in a course.

EVALUATION

Course reports and information on student activity help you evaluate student effort and progression.

COURSE REPORTS

Run course reports to view information about course usage and activity. You can search the list of reports based on keywords in the names or descriptions to find the report that generates the information you need. Select what type of report you need from the list. Hover over one of the list items with the mouse and a little downward pointing triangle appears. Click on this and click '**Run**'.

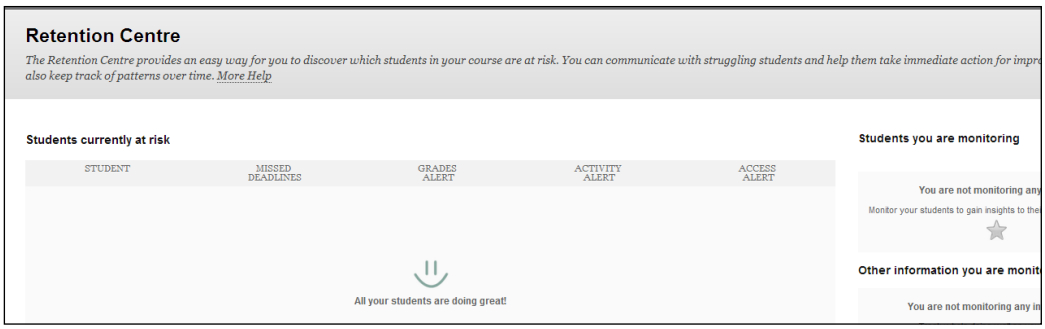

Course Reports
Run course reports to view information about course usage and activity. You can search the list of reports based on keywords in the names or descriptions to find the repo
More Help
Search
Name
Contains
Go
All User Activity inside Content Areas
This report displays a summary of all
or the course.
Last Run: Sunday, 16 June 2013 20
Run
Run
Course Activity Overview

PERFORMANCE DASHBOARD AND RETENTION CENTRE

The Performance Dashboard provides an up-to-date report on the activity for all students. Information appears in a table format. Click a column heading or the caret in the header row of a column to sort the table data by that column.

The Retention Centre provides an easy way for you to discover which students in your course are at risk. You can communicate with struggling students and help them take immediate action for improvement. You can also keep track of patterns over time.

All of the above is mostly based on the American grading model which is why most of the available functionality is not necessary. However, it can, for instance, be used to see when a student was last active on Blackboard.


Retention Centre
The Retention Centre provides an easy way for you to discover which students in your course are at risk. You can communicate with struggling students and help them take immediate action for impr
also keep track of patterns over time. More Help
Students currently at risk
STUDENT
MISSED DEADLINES
GRADES ALERT
ACTIVITY ALERT
ACCESS ALERT
All your students are doing great!
Students you are monitoring
You are not monitoring any
Monitor your students to gain insights to the
Other information you are monit
You are not monitoring any in

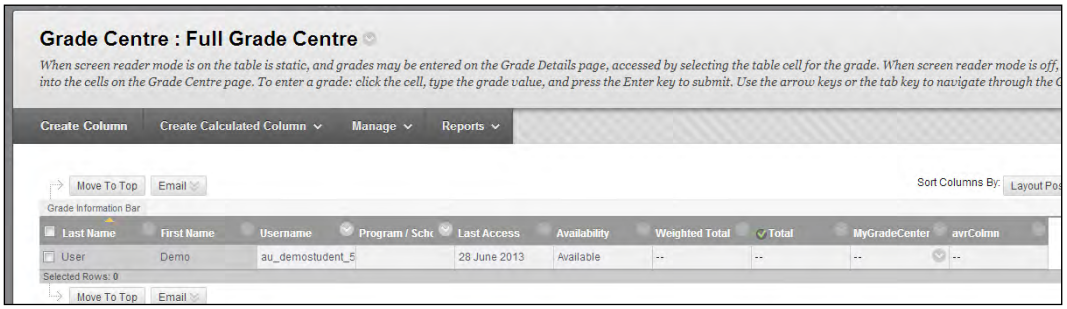
GRADE CENTRE

To understand how grading works, please read "Give Feedback on Assignments" on "Give Feedback on Assignments" on page 39. More advanced features are described below.

FULL GRADE CENTRE

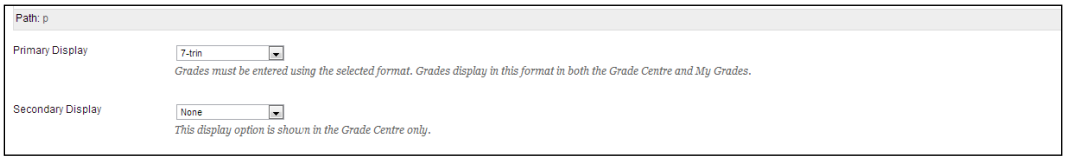
Turn Screen Reader Mode on and off in the upper right corner in order to manage grades in the 'Grade Centre'.

When screen reader mode is, on the table is static, and grades may be entered on the Grade Details page, accessed by selecting the table cell for the grade. When screen reader mode is off, grades can be typed directly into the cells on the Grade Centre page. To enter a grade, click the cell, type the grade value, and press Enter to submit. Use the arrow keys or the tab key to navigate through the Grade Centre.


Grade Centre : Full Grade Centre
When screen reader mode is on the table is static, and grades may be entered on the Grade Details page, accessed by selecting the table cell for the grade. When screen reader mode is off,
into the cells on the Grade Centre page. To enter a grade: click the cell, type the grade value, and press the Enter key to submit. Use the arrow keys or the tab key to navigate through the
Create Column
Create Calculated Column
Manage
Reports
Move To Top
Email
Sort Columns By:
Grade Information Bar
Last Name
First Name
Username
Program / Schc
Last Access
Availability
Weighted Total
Total
MyGradeCenter
avrColmn
User
Demo
au_demostudent_5
28 June 2013
Available
Selected Rows: 0
Move To Top
Email

CREATE COLUMN

'**Grade Columns**' represent any student effort that is measured. Columns for gradable items are added to the '**Grade Centre**' automatically. Work that is not automatically graded can be measured in the '**Grade Centre**' by creating a '**Grade Column**'. To add columns to the table, click '**Create Column**'. Do not forget to set '**Primary Display**' to '**7-trin**' in order to avoid the American grading model.


Path: p
Primary Display
7-trin
Grades must be entered using the selected format. Grades display in this format in both the Grade Centre and My Grades.
Secondary Display
None
This display option is shown in the Grade Centre only.

CREATE CALCULATED COLUMN

AVERAGE COLUMN

An Average Column calculates and displays the numeric average for a selected number of Columns. Columns with text as the primary display cannot be averaged.

MINIMUM/MAXIMUM COLUMN

A Minimum/Maximum Column calculates either the minimum or maximum grade for a selected number of Columns. Columns with text as the primary display cannot be displayed as a minimum or maximum grade.

TOTAL COLUMN

A Total Column calculates the total points for a number of Columns related to the total number of points allowed. Total Columns are useful for generating a final score. Columns with text as the primary display cannot be totaled.

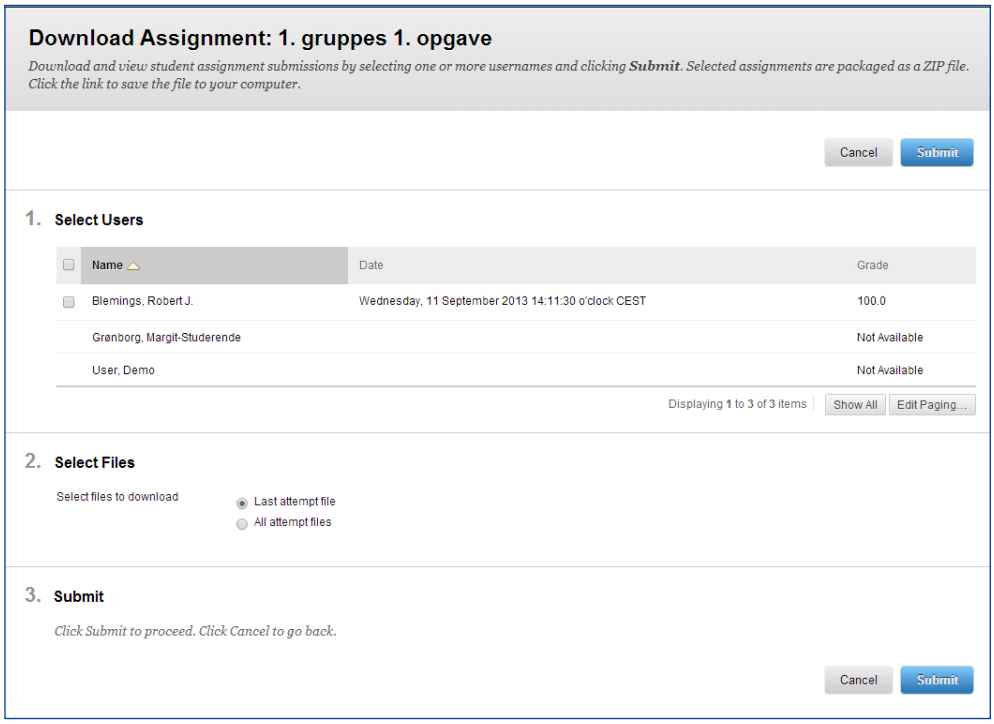
WEIGHTED COLUMN

A Weighted Column calculates and displays a grade based for a selected number of Columns based upon each column's respective worth of the total grade. Columns with text as the primary display cannot be displayed as a weighted grade.

DOWNLOAD MULTIPLE FILES

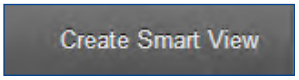
You can download one or more assignments at a time:

1. Go to '**Full Grade Centre**'
2. Click on the small arrow next to the assignment title in the column to expand the menu
3. Click '**Assignment File Download**'


Download Assignment: 1. gruppes 1. opgave
Download and view student assignment submissions by selecting one or more usernames and clicking Submit. Selected assignments are packaged as a ZIP file. Click the link to save the file to your computer.
Cancel
Submit
1. Select Users
Name
Date
Grade
Blemings, Robert J.
Wednesday, 11 September 2013 14:11:30 o'clock CEST
100.0
Grønborg, Margit-Studerende
Not Available
User, Demo
Not Available
Displaying 1 to 3 of 3 items
Show All
Edit Paging...
2. Select Files
Select files to download
Last attempt file
All attempt files
3. Submit
Click Submit to proceed. Click Cancel to go back.
Cancel
Submit

4. Select the users whose assginments you would like to download.
5. Select Files to download and click '**Submit**'.
6. In the new screen display, click on the link '**Download assignments now**' to download the selected assignments.

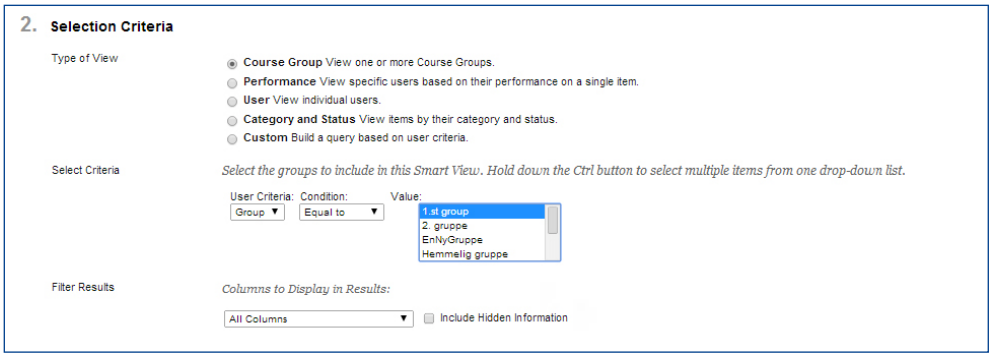
SMART VIEWS



Smart Views provide for a clear and simple view of groups, blog activities etc.

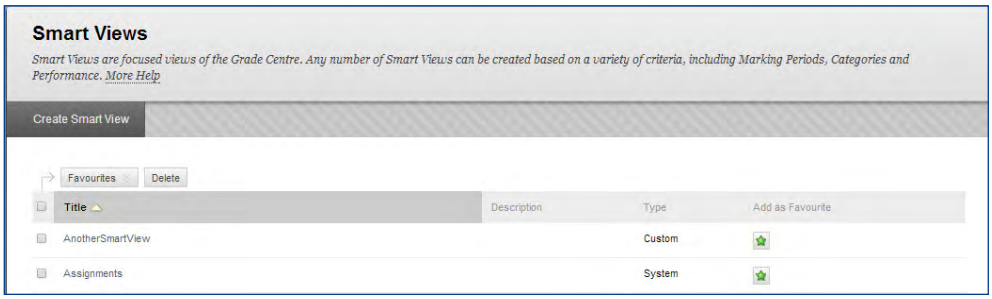
To create smart views in the '**Full Grade Center**', hover over '**Manage**' and click '**Smart Views**'.

1. Click '**Create Smart View**'
2. Type a name of the view and an optional description.
3. Select the type of view in the '**Selection Criteria**'. In the below example Course Group has been chosen.


2. Selection Criteria
Type of View
Course Group View one or more Course Groups.
Performance View specific users based on their performance on a single item.
User View individual users.
Category and Status View items by their category and status.
Custom Build a query based on user criteria.
Select Criteria
Select the groups to include in this Smart View. Hold down the Ctrl button to select multiple items from one drop-down list.
User Criteria: Group
Condition: Equal to
Value: 1.st group, 2. gruppe, EnNyGruppe, Hemmelig gruppe
Filter Results
Columns to Display in Results:
All Columns
Include Hidden Information

4. Click '**Submit**'.

5. In the list of Smart Views you can click on the small star to add the view as Favorite. When added as a favorite, the activity will appear in the control panel under 'Grade Center' for quick access.

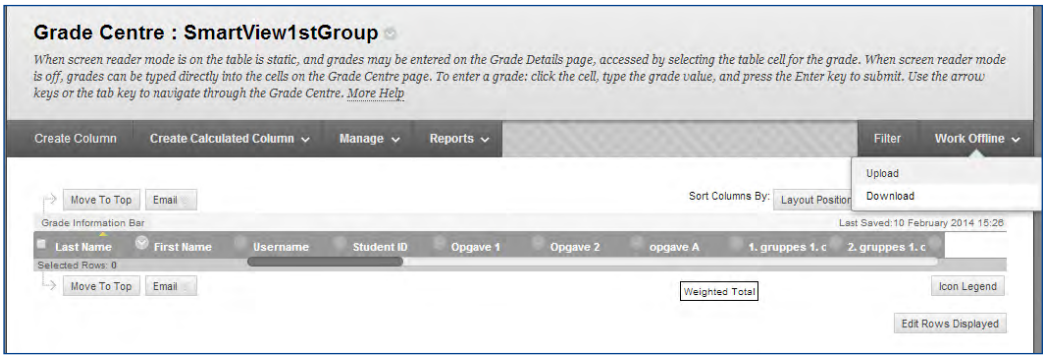


DOWNLOAD LIST OF GROUP MEMBERS

When you have created a smart view for a group, it is possible to download a list of members of the group. You can create a smart view for the group either when you create a group, see page 29, or when making your selections to smart views, see above.

To download the list of participants, click on the smart view of the relevant group in '**Grade Center**', in the below example, SmartView1st Group.

Click '**Work Offline**' to the right. Then click '**Download**'.


Grade Centre : SmartView1stGroup
When screen reader mode is on the table is static, and grades may be entered on the Grade Details page, accessed by selecting the table cell for the grade. When screen reader mode is off, grades can be typed directly into the cells on the Grade Centre page. To enter a grade: click the cell, type the grade value, and press the Enter key to submit. Use the arrow keys or the tab key to navigate through the Grade Centre. More Help
Create Column
Create Calculated Column
Manage
Reports
Filter
Work Offline
Upload
Download
Move To Top
Email
Sort Columns By:
Layout Position
Grade Information Bar
Last Saved:10 February 2014 15:26
Last Name
First Name
Username
Student ID
Opgave 1
Opgave 2
opgave A
1. gruppes 1. c
2. gruppes 1. c
Selected Rows: 0
Move To Top
Email
Weighted Total
Icon Legend
Edit Rows Displayed

USERS AND GROUPS

To learn how to create and manage various types of students groups, please refer to "Manage Student Groups" on page 29.

In the Users element teachers can see which students are enrolled to the course. The element holds a list of users of the course and you can search for a specific user by typing the name in the Search field.

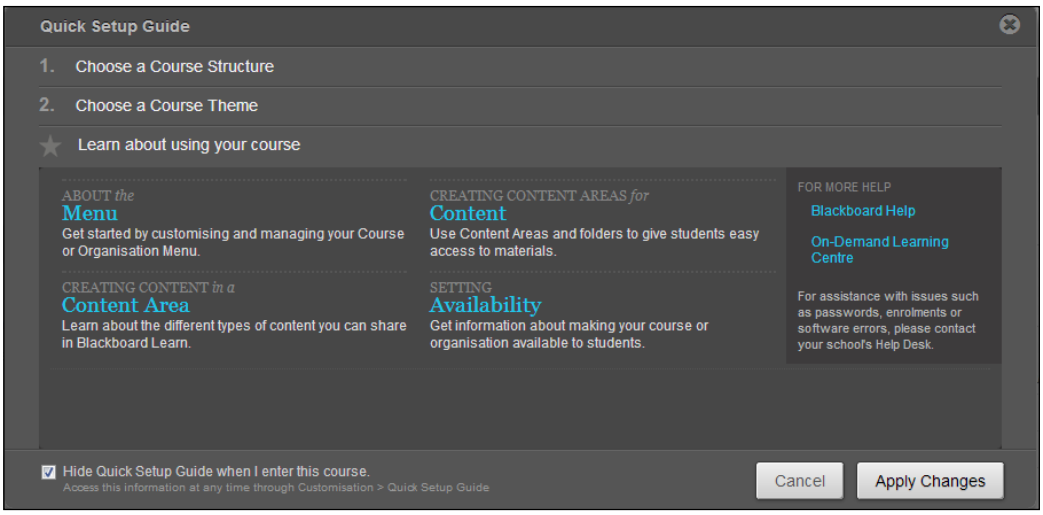
CUSTOMISATION

Style your course visually and structurally based on what type of course you are teaching.

QUICK SETUP GUIDE

When creating a new course, you will encounter the '**Quick Setup Guide**'. All settings here can also be edited under '**Teaching Style**' described below. From this guide, you can select a course structure and a course theme for the course in question. The guide also includes relevant tips and links to online help and more information.

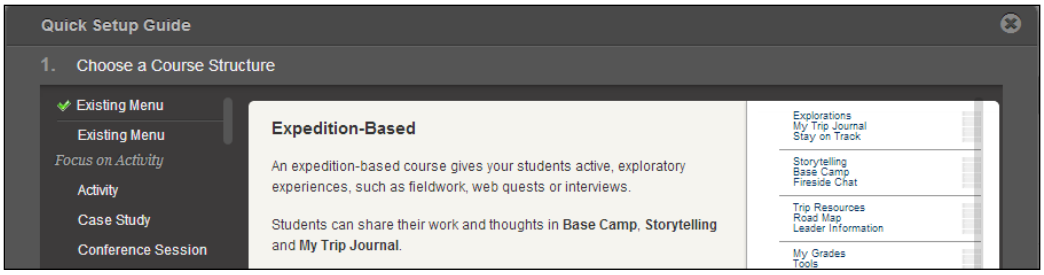
You can always access the Quick Setup Guide from the course menu to the left. Expand '**Customisation**' and click '**Quick Setup Guide**'.


Quick Setup Guide
1. Choose a Course Structure
2. Choose a Course Theme
Learn about using your course
ABOUT the
Menu
Get started by customising and managing your Course or Organisation Menu.
CREATING CONTENT AREAS for
Content
Use Content Areas and folders to give students easy access to materials.
FOR MORE HELP
Blackboard Help
On-Demand Learning Centre
CREATING CONTENT in a
Content Area
Learn about the different types of content you can share in Blackboard Learn.
SETTING
Availability
Get information about making your course or organisation available to students.
For assistance with issues such as passwords, enrolments or software errors, please contact your school's Help Desk.
Hide Quick Setup Guide when I enter this course.
Access this information at any time through Customisation > Quick Setup Guide
Cancel
Apply Changes

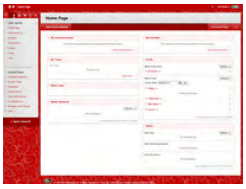
The quick setup guide allows you to choose a standard course menu which focuses for example on dialogue-based training, lecture, group work, etc. As a lecturer, you can adjust the course menu afterwards as needed. If you already have content in the course this will not be delete by adding a standard course menu from quick setup.

1. Choose a Course Structure for the course.
2. Choose a Course Theme for the course.
3. Click '**Apply Changes**' to finish.

If you do not want the Quick Setup Guide to open, when you enter a newly created course, check 'Hide Quick Setup Guide when I enter this course' and click 'Apply Changes'

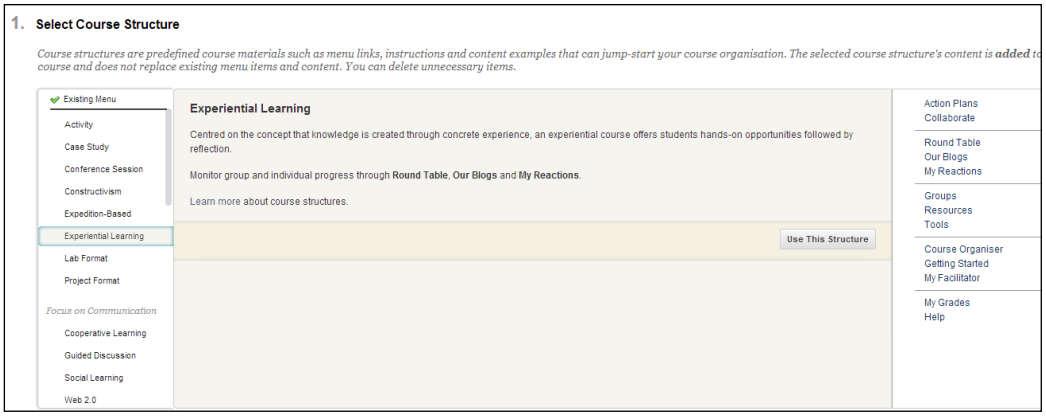


TEACHING STYLE



Select your Course Theme in 'Teaching Style'.

Style settings control course appearance, including course theme, course structure, menu style and layout, content appearance, course entry point and banner image. If you have already set up your course visually, you may not need to edit any settings here.


1. Select Course Structure
Course structures are predefined course materials such as menu links, instructions and content examples that can jump-start your course organisation. The selected course structure's content is added to course and does not replace existing menu items and content. You can delete unnecessary items.
Existing Menu
Activity
Case Study
Conference Session
Constructivism
Expedition-Based
Experiential Learning
Lab Format
Project Format
Focus on Communication
Cooperative Learning
Guided Discussion
Social Learning
Web 2.0
Experiential Learning
Centred on the concept that knowledge is created through concrete experience, an experiential course offers students hands-on opportunities followed by reflection.
Monitor group and individual progress through Round Table, Our Blogs and My Reactions.
Learn more about course structures.
Use This Structure
Action Plans
Collaborate
Round Table
Our Blogs
My Reactions
Groups
Resources
Tools
Course Organiser
Getting Started
My Facilitator
My Grades
Help

PACKAGES AND UTILITIES

Courses can be copied in their entirety and their contents can be imported from as well as exported to various learning management systems.

Please refer to "Copy Entire Course" on page 17 in order to see some of the options in '**Packages and Utilities**' explained in detail.

CREATE AND USE BLOG

Blogs can serve as a useful tool in the communication and collaboration between groups of all sizes. Blogs allow students and teachers to post and access entries which are stored and available in the future for users with access to the course in question.

It is possible to create a) individual blogs that facilitate and store communication between a given student and the teacher, b) group blogs which can be accessed and used by the members of a given study group, and c) course blogs which can be accessed and used by everyone enrolled to the course in question.

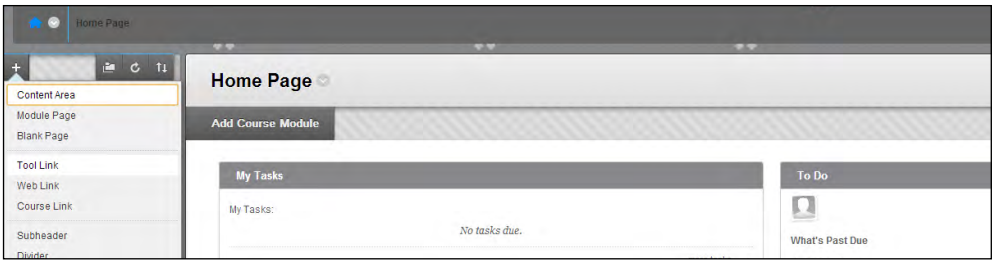
Read more in the advanced Blackboard guide on bss.au.dk/blackboard.

Blog 1

Create link to access the blog

LINK TO THE BLOG

1. Students and other users will access the blog from the course menu to the left. Therefore a link to the blog must be created. To add a link, click on the plus-sign right above the course menu, and then click on '**Tool link**'.



2. Enter a name and select '**Blogs**' from the drop-down menu called '**Type**',

3. By default, the link is not visible to students. To make it available to them, check the checkbox '**Available to Users**'.

4. Click '**Submit**'.

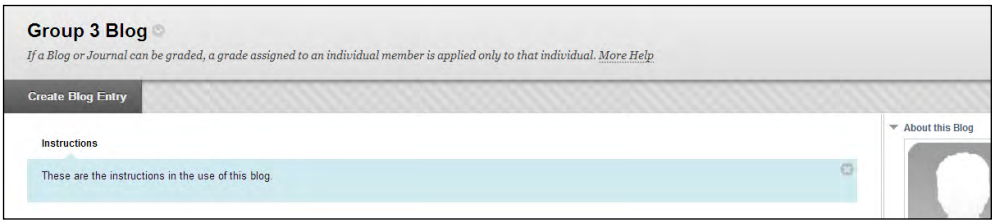
CREATE BLOG

1. Click on the new link you just created in the course menu.
2. Click on '**Create Blog**'.

3. Give the blog a name. An available and optional feature is adding instructions to the blog in the text editor under '**Instructions**'.
4. Click on '**Submit**' to save the blog.

USE BLOG

1. In order to use the blog, first click the tool link that you just created in the course menu.


Group 3 Blog
If a Blog or Journal can be graded, a grade assigned to an individual member is applied only to that individual. More Help
Create Blog Entry
Instructions
These are the instructions in the use of this blog.
About this Blog

2. Click the name of the blog and then click '**Create Blog Entry**' in order to create and publish an entry in the blog.

3. Give your entry a title and compose the entry.
4. Click '**Post Entry**' in order to publish your message. The blog entry is now saved and visible to other users.
5. Switch to '**Student View**' in the upper right corner in order to see how the blog looks for students. Anyone enrolled in the course can post entries and comments and thereby contribute to the communication and collaboration among multiple users.

Post entries in blogs to other members of the course

CREATE AND USE WIKI

You may know the principles of a wiki from Wikipedia.org. A wiki is a database in which users with access can create their own knowledge articles. Users can edit and read each other's articles and build up the knowledge database together.

It is possible to create group wikis which are accessible for all members of a given study group, as well as course wikis which can be accessed and used by everyone enrolled in the course in question. (The following will demonstrate in just a few steps how to set up a wiki for students to share.)

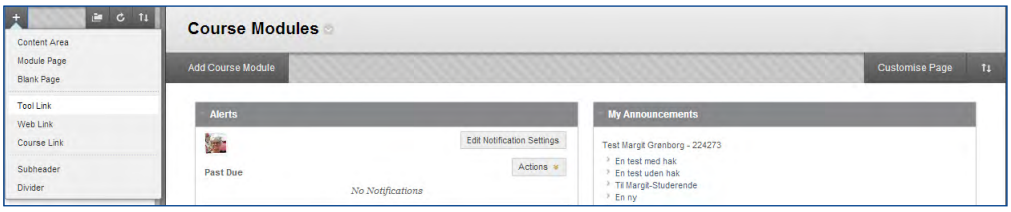
Read more in the advanced Blackboard guide on bss.au.dk/blackboard.

Course Wiki

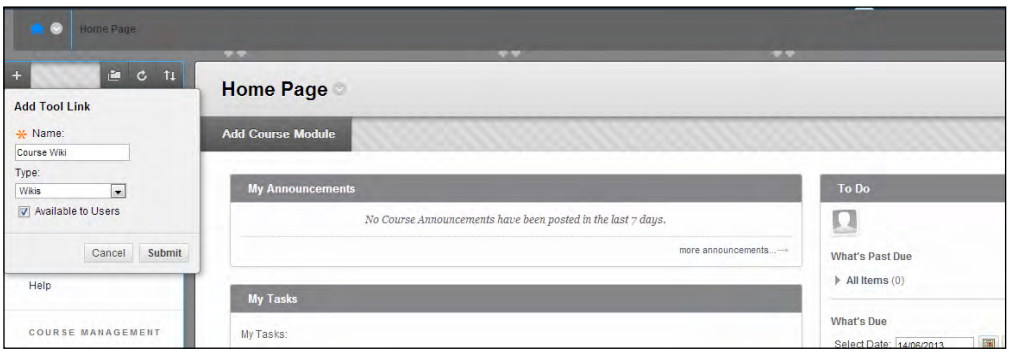
Create link to access the wiki

LINK TO THE WIKI

1. First, students must be able to find the wiki-section of the course. To add a link to it from the course menu to the left, click on the plus-sign right above the course menu, and then click on '**Tool link**'.



2. Enter a name and select '**Wikis**' from the drop-down menu called '**Type**'.

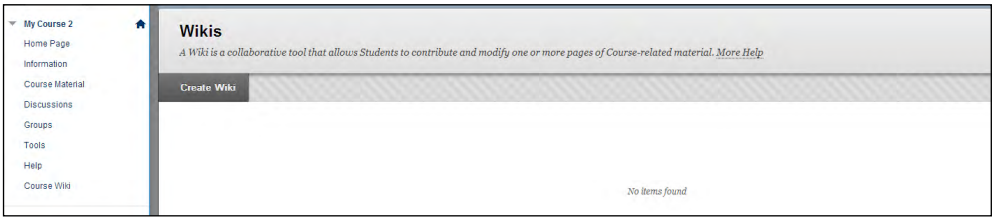


3. By default, the link is invisible to students. To make it available to them, check the checkbox '**Available to Users**'.

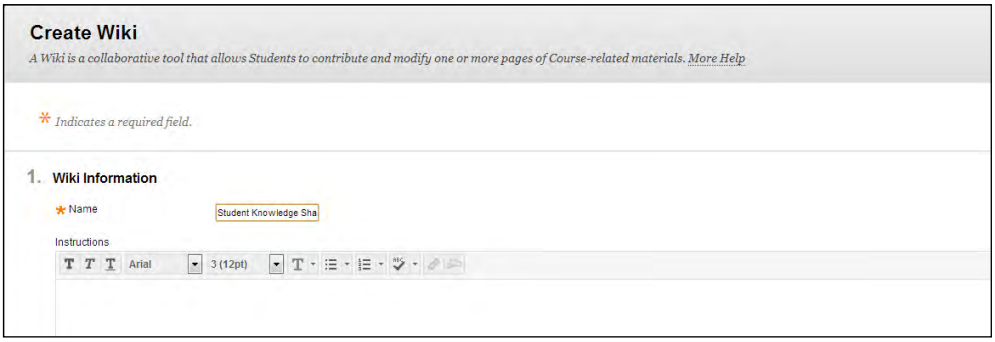
4. Click '**Submit**'.

CREATE WIKI

1. Click on the new link you just created.
2. Click on '**Create Wiki**'.



3. Give the wiki a name. An available and optional feature is adding instructions or a description of the wiki's purpose in the text editor under '**Instructions**'.


Create Wiki
A Wiki is a collaborative tool that allows Students to contribute and modify one or more pages of Course-related materials. More Help
* Indicates a required field.
1. Wiki Information
* Name
Student Knowledge Sha
Instructions
Arial
3 (12pt)

4. Click on '**Submit**' to save and publish the wiki.

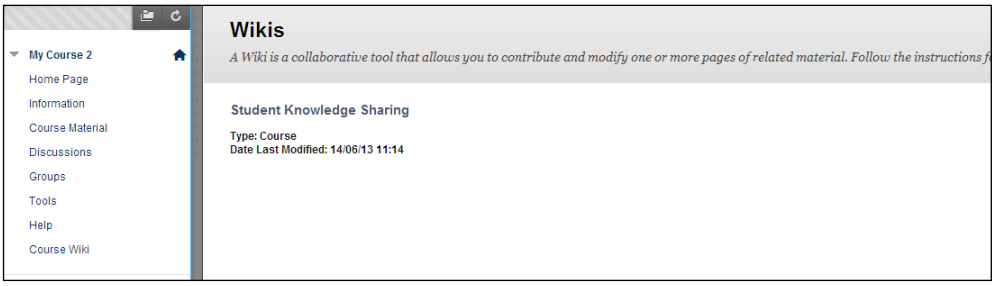
USE WIKI

1. Go to '**Student View**' to see the page as a student would see it.

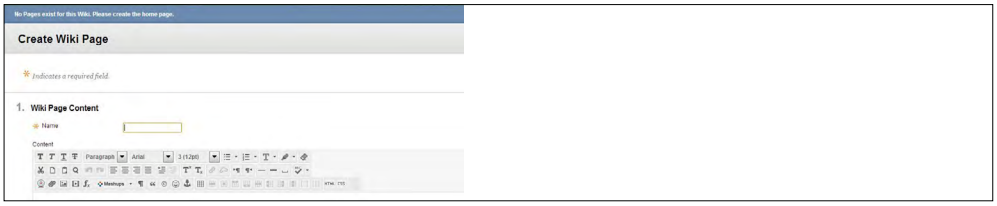
Go To Student View

Change view settings to Student View to see how the wiki looks to students

2. Click on the link you created on the course menu to the left.
3. Click on the name of your new wiki to open it.



4. Because there are currently no articles in the wiki, you are automatically taken to a page where you can create the first article, called '**Wiki Page**'.



5. Enter the name and the content of the wiki page.
6. Click on '**Submit**' to save and publish the wiki page. Anyone enrolled in the course can add 'Wiki Pages' and contribute to the common knowledge of enrolled students.

CREATE AND USE DISCUSSION BOARD

Discussion boards make it easy, as the name implies, to lead discussions among multiple users in Blackboard. A range of tools are available in order to respond or relate to other users' contributions to the discussions. The nature of these tools is what distinguishes discussion boards from blogs. If the work at hand calls for a discussion rather than single posts, a discussion board may be more suitable than a blog.

It is possible to create group discussion boards which are accessible for all members of a given study group, as well as course discussion boards which can be accessed and used by everyone enrolled in the course in question.

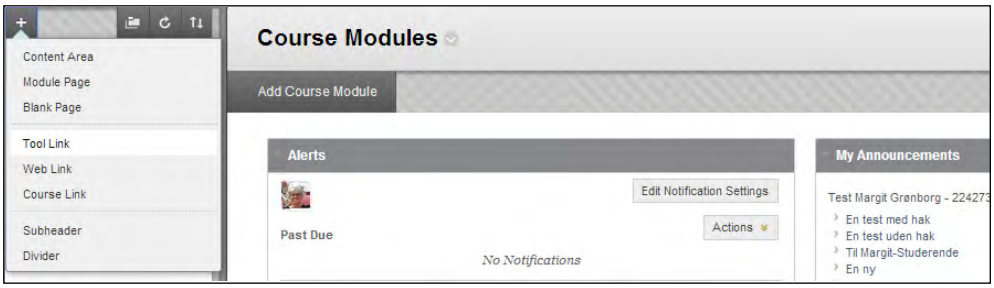
Read more in the advanced Blackboard guide on bss.au.dk/blackboard.

LINK TO THE DISCUSSION BOARD

Discussion Board 1

Create link to access the Discussion Board

1. Students and other users will access the discussion board from the course menu to the left. Therefore a link to the board must be created. To add a link, click on the plus-sign right above the course menu, and then click on '**Tool link**'.



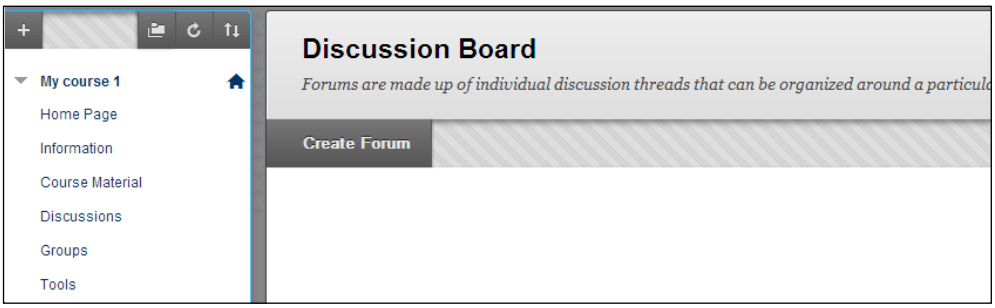
2. Enter a name and select '**Discussion Board**' from the drop-down menu called '**Type**'.

3. By default, the link is invisible to students. To make it available to them, check the checkbox '**Available to Users**'.

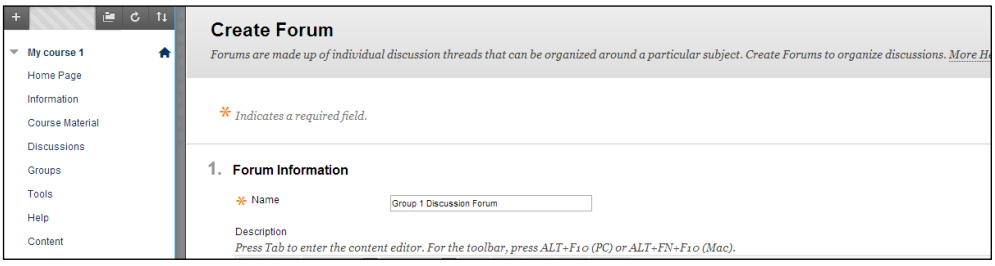
4. Click on '**Submit**'.

CREATE DISCUSSION FORUM

1. Click on the new link you just created in the course menu.
2. Click on '**Create Forum**'. A discussion forum can contain several discussions.



3. Give the discussion forum a name. It is also possible to enter a description of the forum.



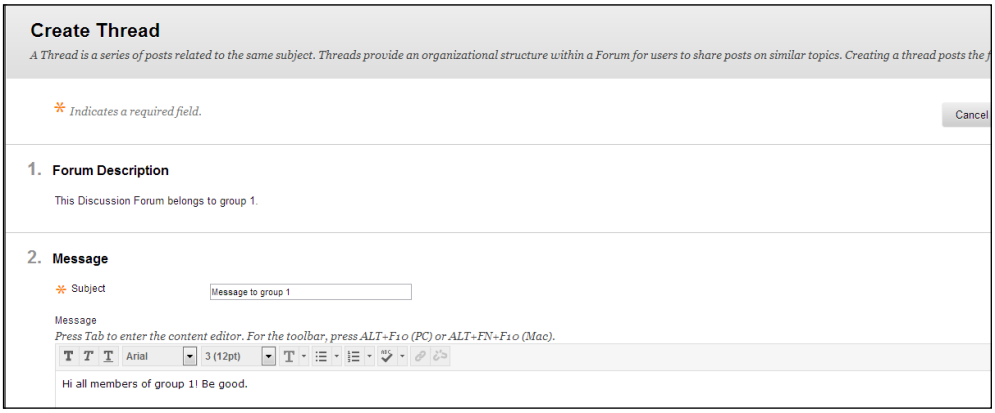
4. Click '**Submit**' to save the forum.

USE DISCUSSION BOARD

Create Thread

All members of a group can create discussion threads in a discussion forum

1. Click the name of the forum and click on '**Create Thread**' in order to create and publish a discussion thread that is visible and editable to other users.
2. Give the thread a name and compose the message. Click '**Submit**' to save the thread. The thread is now visible to other users.


Create Thread
A Thread is a series of posts related to the same subject. Threads provide an organizational structure within a Forum for users to share posts on similar topics. Creating a thread posts the
* Indicates a required field.
Cancel
1. Forum Description
This Discussion Forum belongs to group 1.
2. Message
* Subject
Message to group 1
Message
Press Tab to enter the content editor. For the toolbar, press ALT+F10 (PC) or ALT+FN+F10 (Mac).
Arial
3 (12pt)
Hi all members of group 1! Be good.

3. When the thread is viewed by other users, they can reply immediately to the message or they can expand the menu '**Message Actions**' and use the tools available, for instance by setting a flag for the message. You can do the same with messages you or others create.
4. You can also **subscribe** to a certain discussion forum. When you subscribe to a forum, you will receive notifications from Blackboard by email when someone posts an entry or a comment in the forum. You must have entered and saved a valid email address in 'Personal Information' in order to subscribe to a forum.

Subscribe

Subscribe to discussion threads in a discussion forum in order to be notified of new posts and comments

5. Switch to '**Student View**' in the upper right corner in order to see how the forum looks for students. Anyone enrolled in the course can create discussion forums and threads and participate in discussions across forums.

BLACKBOARD ON SMARTPHONES AND TABLETS

This chapter reviews how to find and install Blackboard on your smartphone or tablet. Below is a guide to Android and iOS.

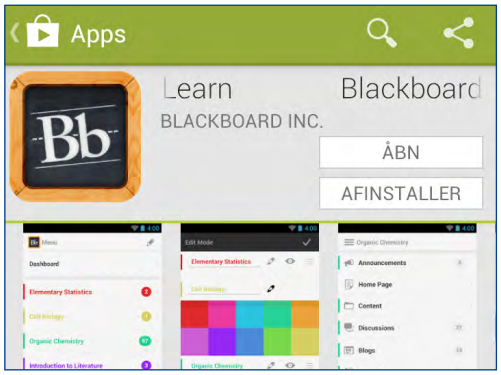
BLACKBOARD ON ANDROID

Not all features of Blackboard are available through the Android app. This guide provides a quick overview of the features available, as well as installation instructions. Blackboard for Android on smartphone and tablet is the same. The version for tablets is, however, adjusted to the larger screen.

INSTALLATION

The"Play Store" icon looks like this on your smartphone

1. Find the app in '**Play Store**' and press it to open it. This is where apps for your phone can be



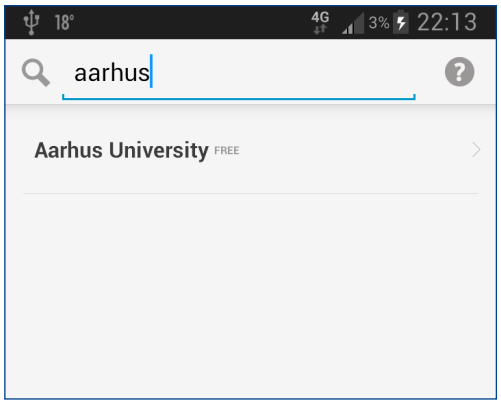
   found.
2. Tap the small magnifying glass in the upper right corner and search for "**blackboard learn**"
3. The app '**Blackboard Mobile Learn**' should appear in the search results. Press this.
4. Press '**INSTALL**' to install this app.
5. Press '**ACCEPT**' to approve the app's rights.
6. The app will be instantly downloaded. When it is finished downloading, press your phone's '**Home**' button, so you get back to the start-up screen.

OPEN THE APP

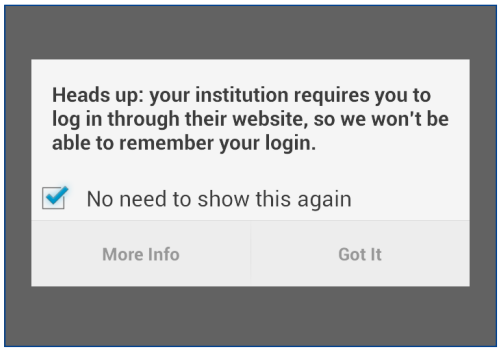
Find the Blackboard icon in all your applications. It's called "Learn

1. Find and tap the app '**Learn**' among all your applications.
2. Tick the checkbox '**I accept these conditions**' to accept the terms, and then press '**Continue**'.

3. In the search box, search for "**Aarhus**". From the search results, press "**Aarhus University**"



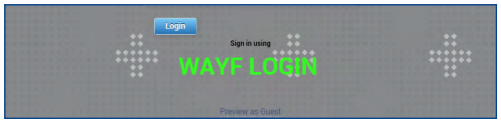
4. A pop-up window will tell you that you will have to log in manually each time you use the app.


Heads up: your institution requires you to log in through their website, so we won't be able to remember your login.
No need to show this again
More Info
Got It

5. Note: If you do not want to see this message again, check the box '**No need to show this again**'.
6. Press '**Got It**'.

LOG IN

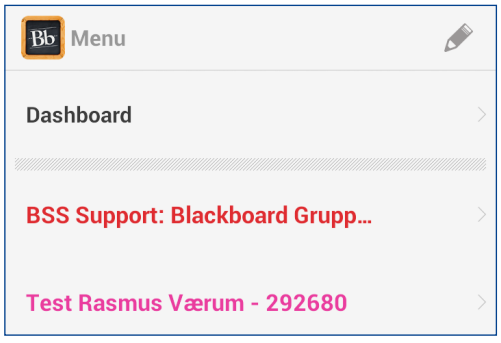
1. Press '**WAYF LOGIN**'.



2. Choose '**Aarhus University**' from the list.

FUNCTIONS

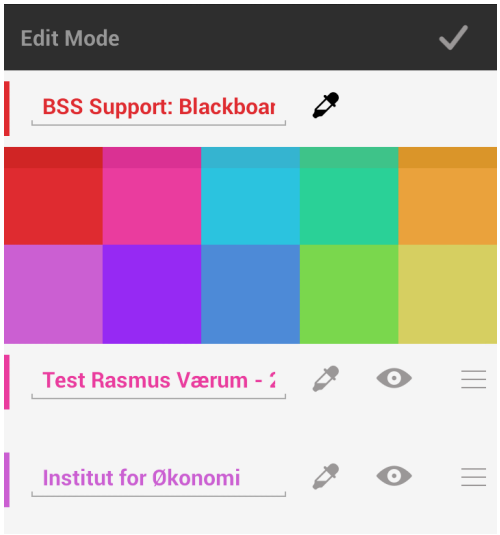
1. Once you are logged in, you will meet a list of all your courses.



2. For each course the available functions vary depending on how much the administrator of the course has allowed.

3. On the front there is a pencil in the right corner. Here you can reorder and change colors of courses

The pencil, which you can use to change the color and order of your courses



BLACKBOARD ON IOS

This chapter reviews how to find and install Blackboard on your iPhone or iPad. Blackboard for iPhone and iPad is the same. The version for iPad is, however, adjusted to the larger screen.

Not all features of Blackboard are available through the iOS app. This guide provides a quick overview of the features available, as well as installation instructions.

INSTALLATION

The i "App Store" icon looks like this on your smartphone

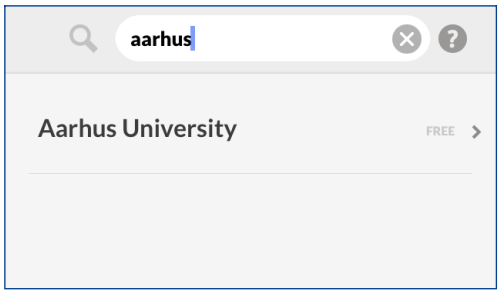
1. Find the app in '**App Store**' and press it to open it.
2. Tap the small magnifying glass in the upper right corner and search for "**blackboard learn**"

3. The app '**Blackboard Mobile Learn**' should appear in the search results. Press this.
4. Press '**INSTALL**' to install this app.
5. Press '**ACCEPT**' to approve the app's rights.
6. The app will be instantly downloaded. When it is finished downloading, press your phone's '**Home**' button, so you return to the startup screen.

OPEN THE APP

Find the Blackboard icon out of one of your desktop pages.

1. The app will be on your list of apps on your iPhone or iPad and will be available on the desktop.
2. Find and press the app '**Mobile Learn**'.
3. Check the checkbox '**I accept these conditions**' to accept the terms, and then press '**Continue**'.



4. In the search box, search for "**Aarhus**". From the search results, choose "**Aarhus University**".
5. A pop-up window will tell you that you will have to log in manually each time you use the app.

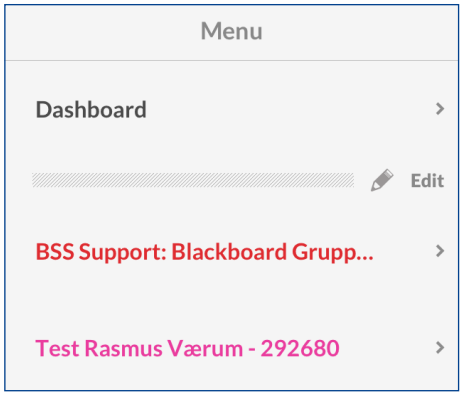
LOG IN

1. Press '**WAYF LOGIN**'.

2. Choose '**Aarhus University**' from the list.

FUNCTIONS

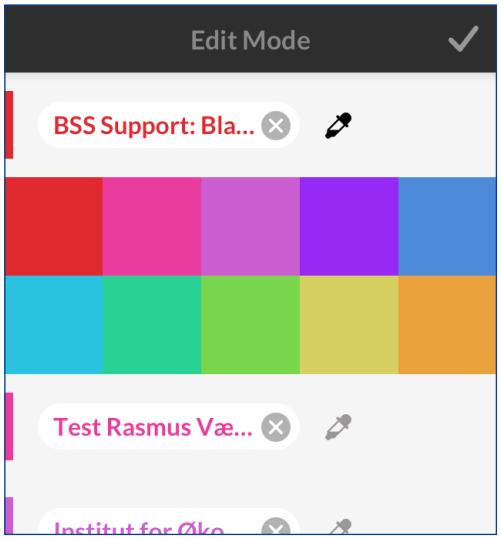
1. Once you are logged in, you will meet a list of all your courses.



2. For each course the available functions vary depending on how much the administrator of the course has allowed.

The pencil, which you can use to change the color and order of your courses

3. On the front there is a pencil in the right corner. Here you can reorder and change colors of your courses.



AU IT / BSS Support
Fuglesangs Allé 4
8210 Aarhus V

T: 8715 0933
M: bss.it@au.dk
www.au.dk/it